DOCUMENT RESUME

ED 290 486 IR 052 257

AUTHOR Marsh, Sheila; Goff, Linda
TITLE Library Instruction Handbook. Revised Edition.
INSTITUTION California State Univ., Sacramento. Library.
PUB DATE 87
NOTE 126p.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC06 Plus Postage.
DESCRIPTORS Abstracts; Academic Libraries; Assignments; *Course Integrated Library Instruction; *Critical Thinking; Encyclopedias; Evaluation Methods; Higher Education; Indexes; Individualized Instruction; *Library Facilities; *Library Services; Library Skills; *Periodicals; Reference Materials; Research Skills; *Search Strategies; Workbooks
IDENTIFIERS California State University Sacramento

ABSTRACT

The purpose of this handbook is to familiarize the user with the organization of the California State University-Sacramento (CSUS) library. As part of a course requirement, the handbook is designed to provide the student with information necessary to perform assignments in the library independently of librarians and support staff, and as a reference source for the user while a student at CSUS. The four units and self-paced assignments provided cover the following: (1) library facilities and services (self-guided library tour, locating and checking out materials); (2) basic search strategies (search strategies for books and media, using the card catalog effectively, and encyclopedias); (3) periodical literature (periodical indexes and abstracts, newspapers and newspaper indexes); and (4) critical thinking (evaluating sources and research strategies). A glossary and an index are provided, and the assignments that accompany the workbook are attached. (CGD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED290486

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

LIBRARY

INSTRUCTION HANDBOOK

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Charles R. Martell
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

LB2331.57
.C2 F5 KT

THE LIBRARY CALIFORNIA STATE UNIVERSITY, SACRAMENTO

BEST COPY AVAILABLE

LIBRARY INSTRUCTION HANDBOOK

REVISED EDITION 1987

THE LIBRARY

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

This revised edition was edited by Linda J. Goff.

The first edition of the Library Instruction Handbook was prepared by Sheila J. Marsh. The author wishes to acknowledge her debt to the authors of the Library Instruction Handbook used at California State University, Long Beach, for the basic format used in this handbook. She also wishes to thank those members of the University Library, California State University, Sacramento, who contributed to the preparation of this handbook. Funding for the first edition was provided by a grant form the CSUS Hornet Foundation.

Permission to reprint material copyrighted by the following publishers is gratefully acknowledged: The H. W. Wilson Company for entries from Readers' Guide to Periodical Literature, copyright © 1982 and copyright © 1984; from Biography Index, copyright © 1984; and from Book Review Digest, copyright © 1983, 1984; the New York Times Company for the entry from the New York Times Index, copyright © 1984; Information Access for the entry from National Newspaper Index, copyright © 1984; Bell & Howell Company for the entry from Newspaper Index: Los Angeles Times, copyright © 1984; NewsBank Inc. © copyright © 1985; Gale Research Co. for the entries from Biography and Genealogy Master Index, copyright © 1983, and from Book Review Index, copyright © 1983, 1984; R. R. Bowker Company for entries from American Men and Women of Science: Physical and Biological Sciences, copyright © 1982 by Xerox Corporation.

© 1985 by the University Library
California State University, Sacramento
Sacramento, CA 95819-2695

First edition 1985

Revised edition 1987

Printed in the United States of America

TABLE OF CONTENTS

LIST OF FIGURES			v
INTRODUCTION			vii
HOW TO USE THIS HANDBOOK			viii
UNIT 1		**LIBRARY FACILITIES AND SERVICES**	
	PART 1:	LIBRARY TOUR	1
	PART 2:	LOCATING AND CHECKING OUT MATERIALS	17
UNIT 2		**BASIC SEARCH STRATEGIES**	
	PART 1:	SEARCH STRATEGIES FOR BOOKS AND MEDIA	23
	PART 2:	USING THE CARD CATALOG EFFECTIVELY	25
	PART 3:	ENCYCLOPEDIAS	35
UNIT 3		**PERIODICAL LITERATURE**	
	PART 1:	PERIODICAL INDEXES AND ABSTRACTS	39
	PART 2:	NEWSPAPERS AND NEWSPAPER INDEXES	51
UNIT 4		**CRITICAL THINKING**	
	PART 1:	EVALUATING SOURCES	57
	PART 2:	RESEARCH STRATEGIES	67
GLOSSARY			71
INDEX			73

LIST OF FIGURES

FIGURE		PAGE
1.	Main Floor (Second Floor) University Library	2
2.	First Floor Map	7
3.	Third Floor Map	10
4.	Fourth Floor Map	13
5.	Fifth Floor Map	15
6.	Location Terms	18
7.	Call Number and Floor Location	19
8.	Outline of the Library of Congress Classification System	20
9.	Book arrangement on shelves	21
10.	Set of author, title, and subject cards	26
11.	Examples of author cards	27
12.	Example of a title card	27
13.	Examples of subject cards	28
14.	How to use Library of Congress Subject Headings	30
15.	Catalog card containing notes	32
16.	Title card for a videocassette	34
17.	Arrangement for Encyclopaedia Britannica	36
18.	Sample entry from Readers' Guide to Periodical Literature	43
19.	Sample excerpts from Readers' Guide to Periodical Literature	44
20.	Entry from the Directory of Periodicals	48
21.	Entry from the Subject Directory of Periodicals	48
22.	Sample entry from the New York Times Index	52
23.	Entry from National Newspaper Index	53
24.	Sample entry from the Newspaper Index: Los Angeles Times	54
25.	Sample entry from NewsBank Index	55
26.	Sample entry from Biography Index	60
27.	Selected entry from Biography and Genealogy Master Index	61
28.	Sample entry from American Men and Women of Science	61
29.	Sample entry from Book Review Digest	63
30.	Selected entry from Book Review Index	64

INTRODUCTION

A Library Instruction Handbook? Why? What good will it do me? I already know how to use a library. It's probably just busy work. At least if I were on a scavenger hunt or working on a contest, I might win a prize!

You probably have been asking yourself these questions or similar ones ever since you bought this handbook. When you complete the handbook assignments, you will know why it is called a Library Instruction Handbook. It will **instruct** you how to find your way around the University Library, how to use many of the major resources and where various materials and services are located.

You are already familiar with libraries: school libraries, community college libraries, public libraries. Academic libraries are different from those libraries, particularly an academic library where the materials are divided and arranged by subject as is the case at the CSUS University Library. This handbook will help you understand those differences.

You will work at your own pace within the limitation of due dates for the assignments. When you finish, you will know how to use the University Library to your advantage in many college courses. As you study the handbook, try and recognize ways you could have used the knowledge you are learning in previous courses you have taken.

Many skills you learn are unique to a particular activity, such as driving a car. Learning to use the Library is **not** a unique skill, it is a transferable skill. Jerome Bruner, in his article, "Learning and Thinking", (Harvard Educational Review 29:184-192, Summer 1959) wrote, "When we learn something, the objective is to learn it in such a way that we get maximum travel out of what we have learned." That is the real purpose of this handbook, to help you learn some of the skills connected with gathering and evaluating information. Your "maximum travel" will come when you discover these are lifetime skills for an age in which information is one of our most valuable commodities; an age in which your ability to understand the process of accessing information can make a tremendous difference in your professional career.

HOW TO USE THIS HANDBOOK

This handbook will usually be assigned to you as part of a course requirement. A librarian from the library faculty will come to one of your classes to explain the purpose of the handbook and to present some of the advantages you will gain from your participation and from completing the four handbook assignments. The handbook is designed to provide you with the necessary information to answer the assignment questions on your own. Librarians and library support staff have been instructed to allow you to work independently.

Your first assignment will be given to you in your class. You will also receive a computer answer sheet on which to enter you answers. Your completed answer sheet is to be deposited at a designated point by a specific date. The dates and deposit location will be given to you on a separate handout in class.

There are four assignments, one for each unit. When you turn in the answer sheet for one assignment, you will be given the next assignment. The Library will keep a permanent record of your work. If you take another class which also requires completion of the handbook assignments, the instructor can check with the Library to verify that you have satisfactorily completed the assignments in a previous class.

This handbook is specifically designed so that you may use it as a reference source for your entire stay on the CSUS campus.

UNIT 1: PART 1 **UNIVERSITY LIBRARY TOUR**

OBJECTIVES

The directions in this part of Unit 1 will assist you in taking a self-guided tour of the University Library. As a result of the tour you will know:

* **The location of the Information Desks and other major service points in the Library**
* **What subjects are to be found on each floor**
* **The scope and types of material available for your use**
* **The location of the card catalog and the Directory of Periodicals**
* **Where to apply for a Campus Services Card that serves as a Library card**

The floor maps in this chapter are labeled with Checkpoint numbers that you will follow sequentially in the tour. At each yellow Checkpoint sign there will be items that are important to your successful use of the Library. Stop at these Checkpoints, read the description of the area, and answer the assignment questions as directed.

Welcome to the CSUS Library! This self-guided tour will cover five floors containing almost two million items in print and media formats. The University Library is **divided by subject**, with material shelved on each floor according to a broad subject emphasis that relates to the curriculum of the University. Each subject floor is staffed by librarians who are subject specialists. They will be able to help you with questions. A list of subjects and services follows:

First Floor:	Science and Technology Reference
Second Floor:	Card Catalog Reference, Circulation, and Reserve Book Room
Third Floor:	Education and Psychology Reference, Government Documents, and Media and Microforms Services Center
Fourth Floor:	Social Sciences and Business Administration Reference
Fifth Floor:	Humanities Reference, Slide Collection and University Archives
Sixth Floor:	Administration and Personnel Offices, Cataloging and Order Departments

Begin the tour on the Main Floor at the Card Catalog Information Desk

MAIN FLOOR

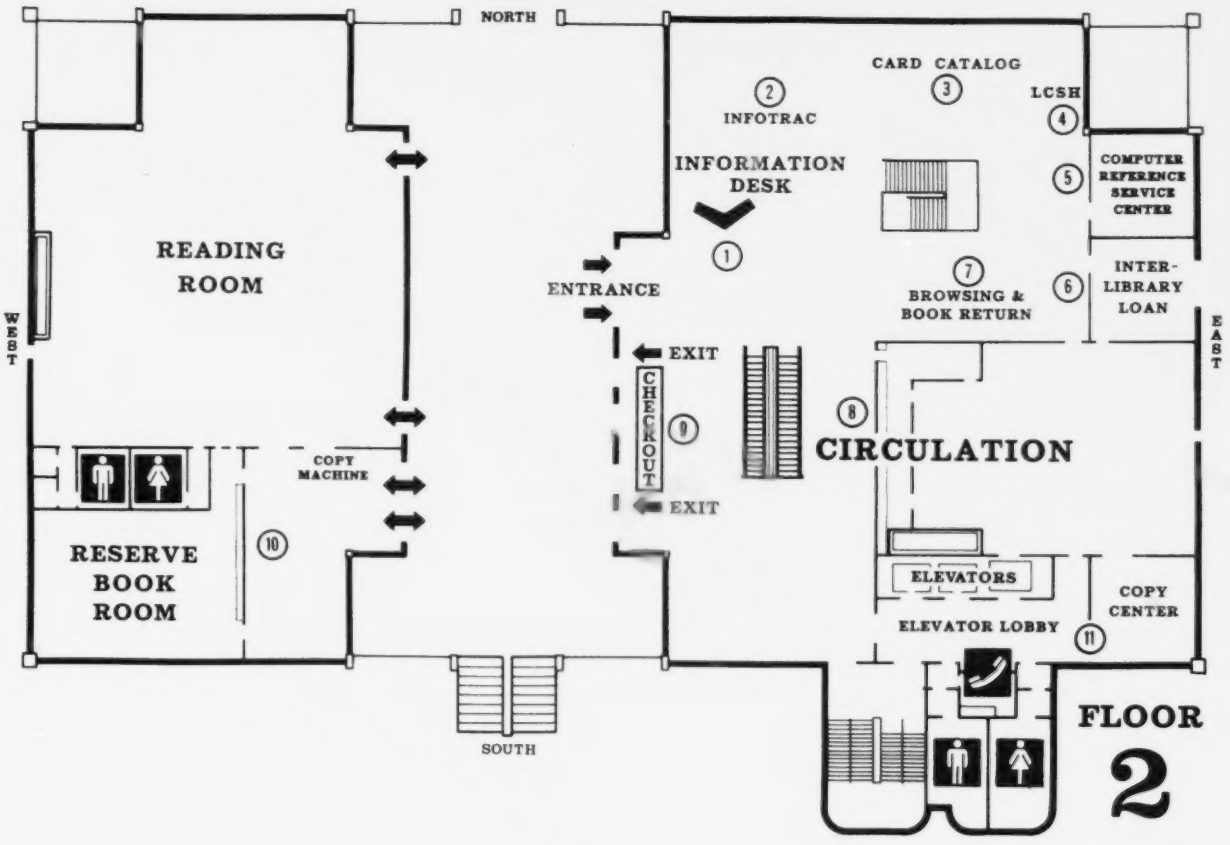


Figure 1: Main Floor (second floor) University Library.

Many of the major service areas of the Library are located on the main floor of the Library. You will be stopping at eleven Checkpoints on this floor. Look at the map of the Main Floor, the floor you are on. **Notice that this is actually the second floor of the Library.** The Main Floor is one of the best places to begin your search for library materials you will need for writing your papers, and doing additional reading and research.

Checkpoint 1: Card Catalog Information Desk. Directory of Periodicals

This is the first place to stop for assistance until you become more familiar with the Library. The staff at the Card Catalog Desk can save you a lot of time by suggesting where to start your search. They are particularly helpful if you need assistance in use of the Card Catalog, the Directory of Periodicals or the Library of Congress Subject Headings.

At the Card Catalog Information Desk, look for the Directory of Periodicals. A "periodical" simply means an item which is published regularly; magazines, newspapers, scholarly journals, are all periodicals. **You will not find periodicals listed in the card catalog so you must use this directory to locate them. Only the periodicals available here at the CSUS Library are listed in this directory.** If you don't find a title, it means the Library does not subscribe to that periodical. Open up the red volume which lists periodicals by title. Notice that the floor location is given for each title. In some cases, you have to go to more than one floor to see all the issues of a title because some years are owned in paper format and some years are owned in microform.

A second directory lists periodicals by broad subject. It is the Subject Directory of Periodicals, and has a green cover. If you look under "Chemistry", you will find a list of all the periodicals the CSUS Library receives which pertain to chemistry. Copies of the Directory of Periodicals and the Subject Directory of Periodicals may be found near the Information Desk on each floor.

There are several kinds of explanatory handouts available at each Information Desk. Many of those available at the Card Catalog Information Desk are in the kiosk on the left as you enter the Library. You may pick up handouts pertaining to particular subject areas at the Information Desks on each floor.

Checkpoint 2: InfoTrac and Magazine Index

If you want only articles in journals, magazines, and newspapers and not material in books, start by using periodical indexes.

Behind the Card Catalog Desk you will find two examples of how modern technology has affected research tools. **Magazine Index** stores information about articles in a microfilm reader, while **InfoTrac** uses a video disk, accessed by a personal computer, to store citations to periodical articles. Instructions for using these indexes are posted beside them.

While fun to use, these machine indexes are frequently **not the best** sources for your research. Many printed subject indexes are available on each floor and a librarian can direct you to the ones most appropriate to your research. After you search an index and have the titles of the periodicals you wish to use, you must refer to the Directory of Periodicals to find out whether the Library receives the periodical and, if so, on which floor it is located.

Checkpoint 3: Card Catalog and Call Number Directories

The **card catalog** is the main index to the books and media materials in the Library. It is a **dictionary catalog** with the cards for author, title and subject interfiled in one alphabet. This is the only complete card catalog, so you **must** start your search for book

and media items here. Be especially careful to notice the letters and numbers in the upper left corner of the cards. This is the **call number** and it acts like a street address; you must have this entire letter-number combination in order to locate the item in the Library. **Always make sure you jot down all of the call number for each item you wish to find.** Different call numbers are shelved on different floors of the Library. The top line of the call number is often a location term. These terms are explained on signs posted on the end panels of the card catalog. For example, "juv" on the top line indicates a juvenile book which is shelved in the Education and Psychology area on the third floor. Large signs showing the location of call numbers, by floor, are mounted on a pillar near the Card Catalog. A figure of the location chart is also found in the second part of this unit of the Handbook on page 18.

Checkpoint 4: Library of Congress Subject Headings

When using the card catalog you may need help choosing the correct subject heading for your topic. The list of **Library of Congress Subject Headings**, contained in the two red volumes located on a stand near the card catlaog, can help you decide which subject headings are appropriate for your search. Learning to use the Card Catalog and the correct subject headings are a major key to using the Library effectively.

***** Stop and answer questions 1 - 4 of Assignment 1 *****

Checkpoint 5: Computer Reference Service (CRS) Center

The **CRS Center** provides computer-assisted access to many online databases. This walk-in service, open during the hours posted on the door, is designed for immediate computer reference service, and often entails the charge of a fee. Library staff who are trained to search databases are available for consultation concerning this service. Based on information given by the person requesting a search, library staff determine whether or not a computer search is appropriate; if it is, what type of search will best serve the user's needs, and then, actually perform the search. Due to the drop-in nature of this service, it may be necessary to refer individuals to subject reference departments for more in-depth, specialized computer reference services.

One unique service provided at the Center is online, full-text access to the Sacramento Bee from March, 1984 to the present. Because there is no printed index to this local newspaper, the service has become very popular. Library staff can tell you the costs for specific types of computer searches.

Checkpoint 6: Interlibrary Loan (ILL) Office

The door to the right of the CRS Center leads into the **Interlibrary Loan Office.** If the University Library does not own the book or periodical you need, come to this office to ask about borrowing it from another library.

Checkpoint 7: Browsing Area and Book Return

Some of the newest books received by the Library are on these bookshelves. The best-seller you just heard about may be right here. These books can be checked out, and renewed once. Here also are copies of the latest issues of many popular magazines and newspapers. The main **Book Return Drop** is here in the Browsing Area. When the Library is open, use this book drop to return borrowed books. When the Library is closed use the outside book drops near the front door and in the south parking lot near the postal kiosk.

A **Suggestion Box** and an **Answer Board** are on the same wall as the new books in the browsing area. Place suggestions, questions, or much-appreciated compliments in the box, then check the board the next week for an answer. Check the board periodically; someone else may ask a question you've thought about, but have never gotten around to asking.

Leave the browsing area. Turn to your left before you reach the escalator and stop facing the Circulation Desk.

Checkpoint 8: Circulation Desk and Campus Services Card

Pictures are taken for the **Campus Services Card** at the small alcove to the left of the **Circulation Desk. Students must have a Campus Services Card with a current fee sticker if they wish to check out library materials.** Students pay $3.00 for the Campus Services Card. Local residents may receive a library users card for a $25.00 fee, renewable every six months .

Notice the Disabled Services sign. The Circulation Desk staff provide assistance for those visually impaired or physically disabled. Special equipment is available for use in Rooms 307 and 410.

If you are unable to find the book you want on the shelf, you should make an inquiry at this Desk about the status of the book. The staff can tell you whether it is checked out, missing, or on reserve. Books may be checked out for a three week period. Books are not renewable if some one has placed a hold on the book. All renewals must be made in person at this desk, or at the exit counter. Overdue fees of $.15 per day per item are paid here. There is a dollar bill changer at the far right end of the desk.

Checkpoint 9: Check Out Desk and Security System

Walk around the back of the escalator, past the exhibit case and stop facing the exit counter. This exit counter is the primary place to check out books. Due dates will be stamped in the books, and the security devices will be desensitized. If you do **not** follow these procedures and attempt to exit with a reference book, a periodical, or other library material, an alarm will sound and the exit gate will automatically lock.

Exit to the breezeway. Enter the Reserve Book Room.

Checkpoint 10: Reserve Book Room (RBR) and Reading Room

If an instructor tells you that assigned material for the course is "On Reserve" in the Library, go directly to the **Reserve Book Room.** Material is listed by **course** or **author** in separate files that are located on counters in RBR. Copy down the information from either file, take it to the checkout counter in RBR with your Campus Services Card, and a staff person will get the material for you. Loan periods vary from two hours to one week. Try to return materials on time because fees for overdue RBR materials are high.

Always return RBR material to the book drop inside the RBR during open hours. After hours use the return located outside the RBR entrance. **Do not** return RBR materials to other book drops in and around the Library.

There is a **Reading Room** directly north of the Reserve Book Room. During Finals Week the Reading Room is open longer than the main Library. These special hours will be posted.

Return to the main Library and go behind the escalator to the elevator lobby.

Checkpoint 11: Elevator Lobby and Copy Center

Here are rest rooms, water fountains, pay phones, a campus phone, and doors to the stairs. Each floor has this same configuration in the elevator area. Campus calls are free from the tan phones located on this floor and the fourth floor.

Only on this floor will you find the Library **Copy Center.** It is in front of you when the elevators are to your left. A dollar bill changer and five copy machines are located in the Copy Center. At least one copy machine is located on each subject floor. If machines

on the subject floors are busy, you may bring your material down here to copy, but be sure to return the material to the appropriate floor when you are done.

It is important to have plenty of change, or your copy card, with you when you go to the subject floors. **Change is only available on the Main floor.** Copy cards can be purchased at the Bookstore, or at the newspaper stand in the University Union next to the Library.

Take the stairs or the elevator to the first floor Science and Technology Information Desk. Please refer to your floor map.

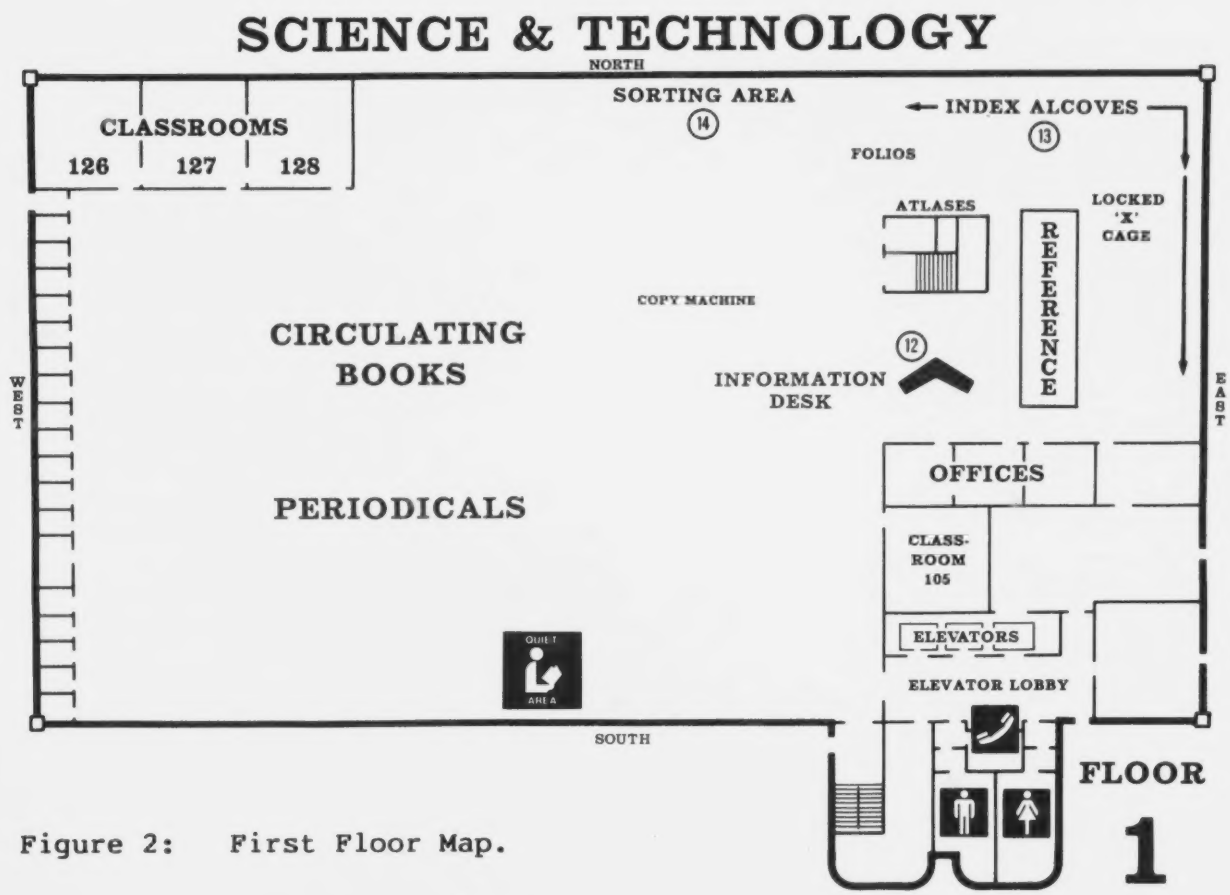


Figure 2: First Floor Map.

Checkpoint 12: Science and Technology Information Desk and Reference Area

This is the Science and Technology Reference Area. Subjects located on this floor include: agriculture, astronomy, biological sciences, chemistry, computer science, engineering, environmental studies, forestry, geology, health care, home economics, manufacturing, mathematics, medicine, pharmacology, photography, physics, psychiatry, and wildlife management.

If you are looking for the current issue of a science periodical, check first with the librarian at the Desk. Many current issues are kept there because of high usage.

Notice the book shelves behind the desk. Every subject floor has a small collection called, "Ready Reference." These are the books most often used by the librarians to answer questions relating to the subject fields on their floor. If you are given a reference book from behind the Desk, return it to the Desk when you are finished. Notice also the large sign on the column. This informs you which call numbers are located on each floor. Similar signs are located near each Information Desk.

On the left are the bookstacks marked "**Reference.**" The abbreviation "**ref**" appears as the first line of the call numbers for all reference books. That is why it is important to jot down the whole call number at the card catalog. Reference books are located near the Information Desks on each floor. **Reference books cannot be checked out of the library.**

Opposite the Science Information Desk are some **Index Tables** with shelves on them. There are similar tables on each subject floor. These hold **printed** indexes to articles in periodicals. Machine indexes are also available, such as InfoTrac and Magazine Index. Usually the Index Tables nearest the Information Desks contain **general** indexes. Printed indexes for specific subject areas in the Sciences, such as Biology or Engineering, are shelved in a different location.

***** Stop and answer question 5 of Assignment 1 *****

Consult your floor map. Leave the Reference Area. Turn north past the Reference Stacks. Stop at Biological Sciences Index Alcove in the northeast corner.

Checkpoint 13: Index Alcoves

These Index Alcoves, along the northeast walls, are a unique feature of the Science Floor. The printed indexes relating to a particular science are shelved in the alcove for that science, for example, Engineering, Medicine, and Biological Sciences. There are many more indexes to periodical articles on this floor than on other floors. They are arranged by broad subject area for convenient use and are not necessarily in call number order.

Locate the Sorting Area and Circulating Books on your map. Walk past the Atlas and Folio area and stop at the Sorting Area.

Checkpoint 14: Circulating Books, Sorting Area and Periodicals

The **Circulating Books** may be checked out of the Library. They are arranged by the call number which serves as an address for the book. The shelf arrangement is similar on all floors. Within each collection, the books follow call number order from left to right and run the length of the range of shelves and then snake back on the other side of the range. Part two of this Handbook Unit will explain how to locate books by the call number.

Each subject floor has a **Sorting Area.** On all **other** floors the Sorting Area is along the **south** wall. Sorting Areas are important to you if a book you want is not where it should be on the shelf. If this happens, do two things. First, look on nearby shelves. Someone may have placed the book or periodical back on the shelf in an incorrect location. If the item is still not found, then go to the Sorting Area. Library materials are placed on these shelves before they are reshelved. **Notice that the books are not on the shelves in call number order.** If, after searching in both of these places, you still haven't found the item, go to the Information Desk and ask about the status of the material. The staff will be able to tell you whether it is checked out, on reserve, or missing.

Periodicals are shelved separately and are arranged alphabetically, by title. The unbound issues of a title are shelved beside the bound issues. **Periodicals may not be checked out of the Library.**

Remember on all floors the Circulating books on the <u>northwest</u> side of building while the Periodicals are on the <u>southwest</u> side.

Notice the four classrooms marked on your map: Library Rooms 126, 127, 128, and 105. Regular courses are scheduled in these rooms, so be sure to note their location. Conference Rooms and additional classrooms are located in Rooms 304, 404, 409, and 512. Note also the large study area is a designated **Quiet Study Area.**

Leave the First Floor and take the stairs, elevator or escalator to the Third Floor. Stop at the Education and Psychology Information Desk.

Checkpoint 15: Education and Psychology Information Desk
Third floor west

The west half of the third floor contains material in Education and Psychology. At this Information Desk you will receive assistance in searching for information in those subjects plus physical education, recreation, and government documents. There is a "Ready Reference" area behind the desk and the nearby index tables contain indexes and abstracts that provide access to the periodicals in education and psychology.

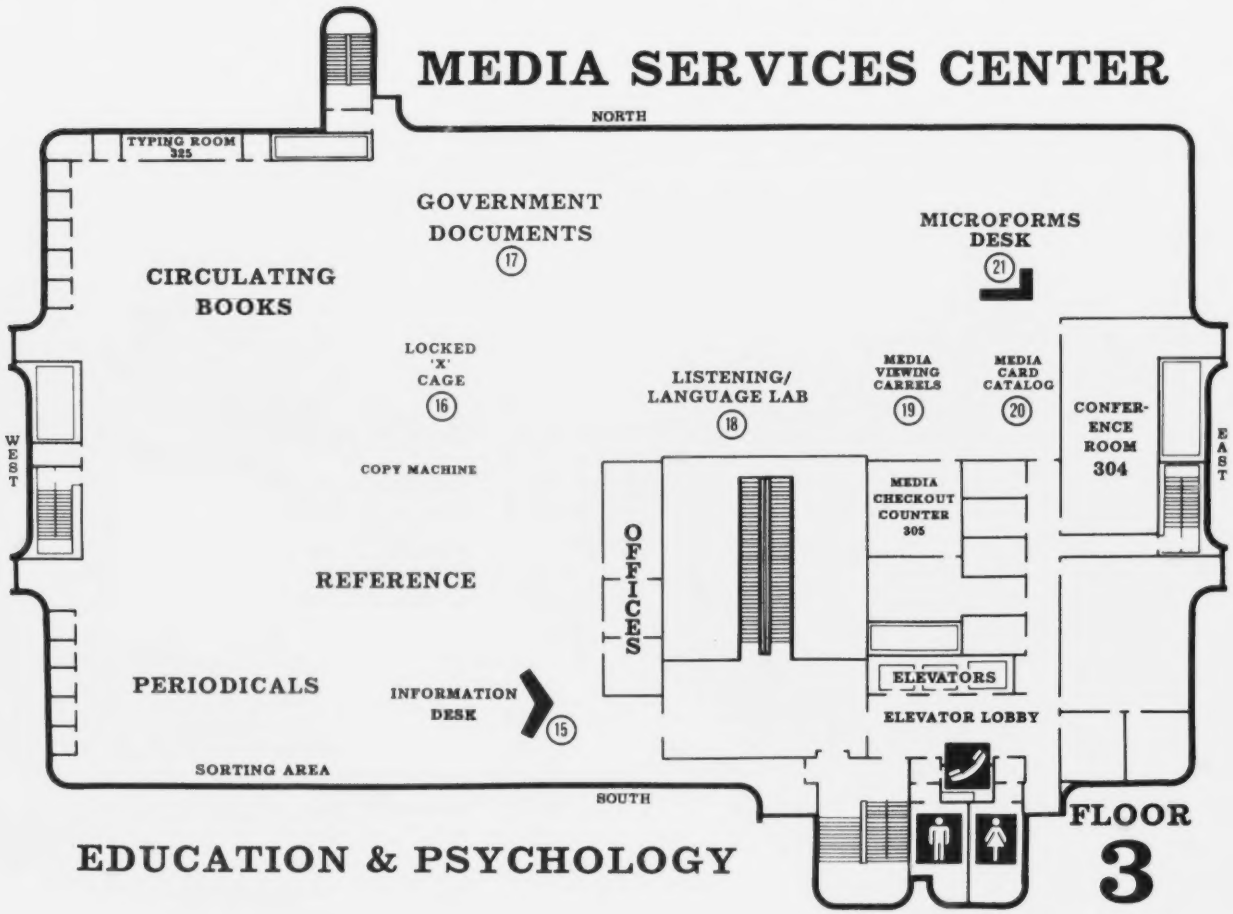


Figure 3: Third Floor Map.

Look at your map and find two special collections in this area: **Curriculum Materials** and the **Juvenile Books.** These collections are generally used by students in the teacher training programs. Juvenile books are listed in the main card catalog only by author and title with the location term "**juv**" in the call number. The subject catalog to the Juvenile Books and the catalog to the Curriculum Materials are located on this floor to your right as you face the Information Desk. Notice on this floor the Sorting Area is along the **south** wall.

This area also has a **Test Collection** which consists of samples of standardized educational and psychological tests. It does **not** contain samples of tests given here at CSUS. If wish to learn more about these collections, ask at the Desk.

The University provides rental typewriters through the Copy Center in the Food Services Building. Library Room 325, against the north wall, is available for those who bring their own typewriters, calculators or personal computers.

***** Stop and answer question 6 of Assignment 1 *****

Checkpoint 16: Locked "X" Cage

Each floor has a locked cage where, for various reasons, materials are secured. Materials with an **"x"** on the first line of the call number are in these secured areas. Requests for "x" materials should be made at the Information Desk in the subject area where the x-cage is located.

Checkpoint 17: Government Documents

Consult your map and walk to the **Government Documents** area. The partitioned-off room near the north wall is where documents are processed. The United States Government is the largest publisher in the world and these documents represent a significant resource for your research. Printed documents published by the State of California, the United States and Canada are shelved to the left, or west, of the processing room. U. S. documents are arranged on the shelf by issuing agency according to the Superintendent of Documents call number. This "SuDoc" number appears on the cards in the catalog on the main floor with "Govt. Documents" as the location term. The Californian and Canadian documents have separate classification systems.

Only a small number of these documents are listed in the main card catalog downstairs. Newer items are listed in a separate documents shelf list. Both the Monthly Catalog print index and LePac index on video disk provide author, title, agency and subject access to the U.S. Government Documents. These indexes are located in the index area near the Education and Psychology Information Desk. The librarians at this Desk will be able to assist you with any questions about Government Documents.

Checkpoint 18: Listening/Language Lab.
Third floor northeast.

The entire northeast corner of this floor is known as the **Media Services Center.** In this area, students taking foreign language or music appreciation courses may study by listening to audiocassettes. The cassettes are available in Room 305.

Checkpoint 19: Media Viewing Carrels and Checkout Counter.
Third floor east.

The carrels located east of the Listening/Language Lab are used by students who have checked out **Video, Slide, Filmstrip,** and **Audio-**

cassette materials at the checkout counter in Room 305. With the exception of some audiocassettes, the materials in the media area do **not** circulate. Some instructors put materials in Room 305 for a temporary period just as books are placed in the Reserve Book Room. The temporary materials must be requested by instructor's name and/or course name at the checkout counter. The staff will show you how to use the equipment in the Media and Microform areas.

Checkpoint 20: Media Card Catalog.
Third floor east.

The Media Card Catalog is against the east wall in the Media Services Center. The cards are duplicates of those in the main Card Catalog. If you want only media material, it is much faster to search in this catalog. Author, title and subject cards are interfiled in a single alphabet in this catalog, but most searches will be for subject or title. If you wish to use library media, copy down the call number and take it to the counter in Room 305 where a staff member will get the material and explain how to use the equipment.

***** Stop and answer question 7 on Assignment 1 *****

Checkpoint 21: Microforms Desk.
Third floor northeast.

Walk to the front of the large desk in the Microform area. A call number with **"Microfiche"** or **"Microcard"** or **"Microfilm"** directs you to material located here. Periodicals listed in the Directory of Periodicals as located on the "Third Floor, Media" are also here. If you don't know what microform materials are, an example of each type is displayed on a poster near the microfilm cabinets along the north wall.

Behind the Microforms Desk are coin-operated reader/printers for making paper copy from microforms. Beyond the printers, against the north wall, is the collection of College Catalogs on microfiche, containing copies of catalogs from more than 2,000 colleges and universities in the United States and some foreign countries.

To the right of the printers is the sign "Telephone Books." Here is the microfiche edition of telephone books, both white and yellow pages, for most large cities in the United States.

The large alcove to the right of the telephone books contains the equipment for reading microform materials. The equipment is easy to use. Ask at the desk or at the counter in Room 305 for assistance in using the collections and the equipment.

Leave the Media Services Center and take the elevator or stairs to the fourth floor.

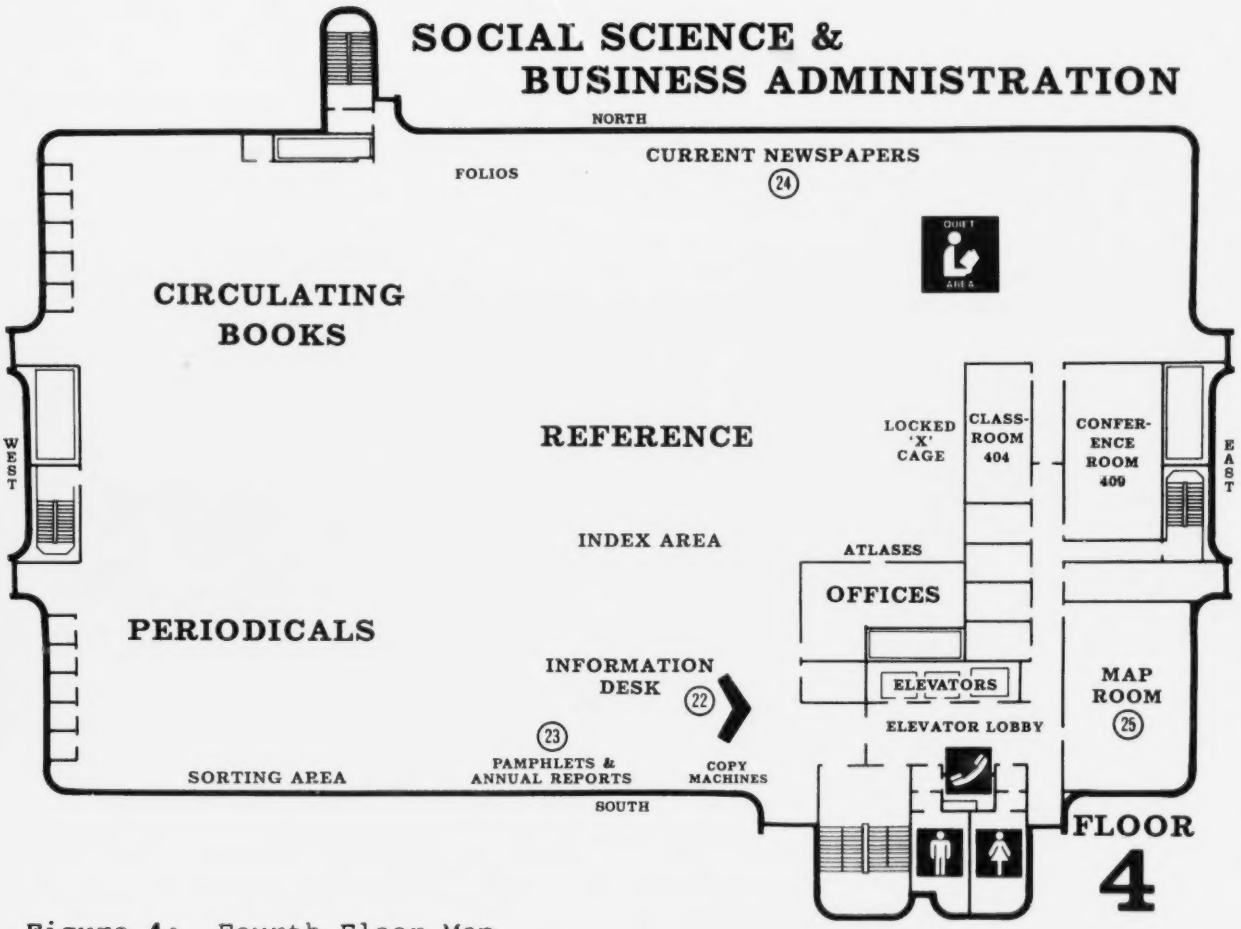


Figure 4: Fourth Floor Map.

Checkpoint 22: Social Science and Business Administration Information Desk

The Social Science and Business Administration Floor is the busiest floor in the Library. Subjects found on this floor include: anthropology, business administration, criminal justice, economics, ethnic studies, geography, government, history, law, military and naval science, public administration, social work, sociology, and women's studies. If the librarian at the Desk is not available, be sure to ask for assistance in the offices nearby.

There is a "Ready Reference" collection behind the Information Desk and a kiosk for handouts. Notice the Index Table area containing printed indexes and, near the offices, the machine indexes. This busy index area has three copies of the Directory of Periodicals, two InfoTrac machines and two Business Index microfilm machines.

Checkpoint 23: Pamphlet File and Annual Reports

To the left of the Information Desk along the south wall there is a row of large file cabinets. These contain the **Pamphlet File** of

material on a variety of current interest topics such as abortion or capital punishment, arranged alphabetically, by subject. Much of this material is unavailable elsewhere so it can be a valuable resource.

The collection of **Annual Reports**, also along this wall, is of major interest to business students. The reports are filed alphabetically, by the company name. There are other collections of annual reports on microfiche in the Media Services Center on the third floor.

Consult your map of the fourth floor.
Your next stopping point is across the floor at the Current Newspapers.

Checkpoint 24: **Current Newspapers, Oversize Books and Atlases.** Fourth floor northeast.

Current Newspapers are arranged alphabetically, by title, in the carrels along the north wall. Only the issues from the last two to three months are kept here in paper copy. Older issues are on microfilm or microfiche in the Media Services Center. This floor has English language newspapers. Foreign language newspapers are on the fifth floor in Humanities.

Near the newspapers are the shelves for **Oversize Books.** The call numbers for books too large to fit on regular shelves are designated by the terms "folio" or "q" for quarto. These books are shelved in a separate area on the both the fourth and fifth floors. Other subject floors handle folios, atlases and quartos in a different manner. If any of these terms appear as part of a call number, be sure to ask where to find it. Notice there are a large number of **Atlases** in an alcove between the Reference Books and the Index Area.

***** Stop and answer question 8 of Assignment 1 *****

Checkpoint 25: **Map Room.** Fourth floor southeast.

The **Map Collection** includes wall, topographic, and road maps as well as historical maps and charts. Selected maps may be checked out for classroom use. Directions for using the map card catalog are posted on the catalog. The Social Science Librarians handle any questions you may have about the **Map Room.** They can also assist you in using the **Atlases** located in the alcove near the Reference Books.

Leave the Fourth Floor and take the stairs or elevator to the Fifth Floor.

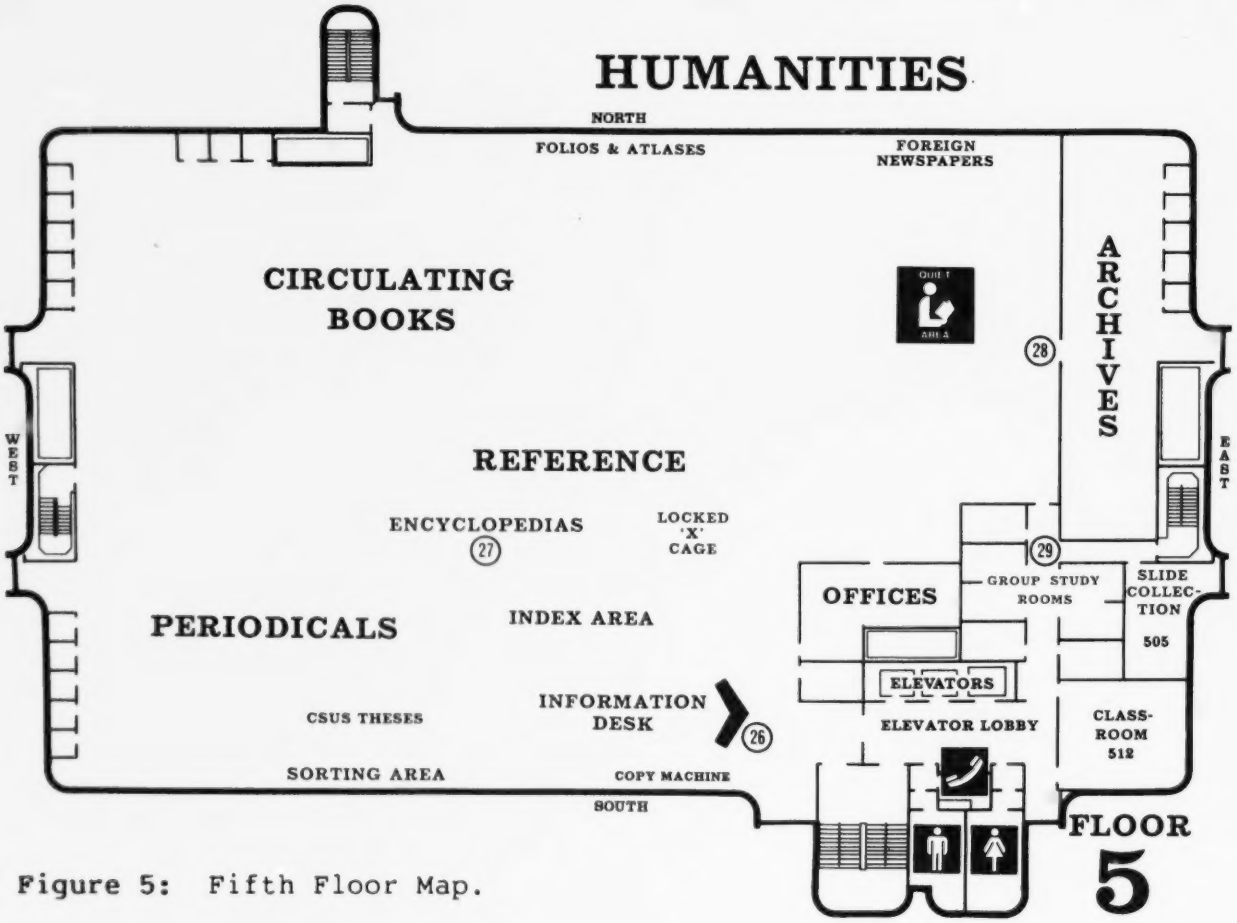


Figure 5: Fifth Floor Map.

Checkpoint 26: Humanities Information Desk

Subjects found on the Humanities Floor include: architecture, communication studies, film, fine arts, journalism, language and literature, library science, music, philosophy, printing and publishing, religion, and theatre arts. You may ask for assistance with any of these subjects at this Desk.

Behind the Information Desk are the "Ready Reference" books for Humanities and behind that are some specialized file cabinets. Pamphlet files are found on every subject floor; however, the **Picture File** is unique to this floor. It contains pictures of paintings, sculptures, types of architecture, and drawings. You may check out these pictures at the Humanities Information Desk.

Notice the Humanities Sorting Area along the south wall. The dark green volumes on the shelves next to the Sorting Area are the circulating copies of the masters' theses and projects completed as a degree requirement for CSU, Sacramento. A separate card catalog for the **Theses Collection** is against the south wall. Theses are listed in the main card catalog by author, title, and subject, however, this catalog lists them by school or academic department. The rest of this area contains the Humanities Periodicals Collection.

Checkpoint 27: Encyclopedias and Reference Books

There are subject encyclopedias in each reference area of the Library; however, the largest number of general encyclopedias is in Humanities. Some foreign language encyclopedias are also in this section. Encyclopedias are often one of the best sources to use at the beginning of a research assignment.

Checkpoint 28: University Archives and Quiet Study Area
Fifth floor east.

University Archives is located in the northeast corner. It is the depository for materials primarily relating to the history and development of California State University, Sacramento. It contains material about the campus administration, the student government, faculty papers and publications, the school newspaper, The Hornet, and some special collections donated to the Library. There is an index to The Hornet in Archives. Materials in Archives do not circulate but, if necessary, arrangements can be made for copying.

The adjacent area is a designated **Quiet Study Area.** Along the north wall, beyond the study area, the **foreign** language newspapers are shelved in carrels, alphabetically by title.

Checkpoint 29: Group Study Rooms and Slide Collection.

There are **Group Study Rooms** off this corridor which are available on a first come, first serve basis. A group is defined as two or more. The only other group study room is Room 405. When the new addition to the Library is completed in 1990, there will be more study rooms available for small groups.

Room 505 off the east corridor houses the Library **Slide Collection.** The collection contains 80,000 slides in many subject areas such as, history, architecture, art, and pollution. Slides may be viewed in Room 505 and may be checked out for use in classrooms on campus. If you are unable to visit the Slide Collection during the hours posted, provisions can be made through the Humanities Information Desk for access to the Slide Collection

***** Stop and answer question 9 on Assignment 1 *****

Return to the Main (Second) Floor to exit the Library.
Continue your work by reading the next unit.

UNIT 1: PART 2

LOCATING AND CHECKING OUT MATERIALS

OBJECTIVES

When you complete this second part of Unit 1, you will be able to:

* **Identify the alphabetical filing arrangement used in different reference sources.**
* **Recognize the subject arrangement of the Library of Congress Classification System.**
* **Locate Library material by using the Library of Congress Call Number.**
* **Check out Library materials correctly.**

The tour of the University Library has given you a basic familiarity with important service points and the location of the various collections. In order to make effective use of library resources, you must also know more about how the collection is divided by subject and how to locate materials wherever they are shelved or filed. This knowledge will be useful in other libraries as well, as most university libraries use the same system.

LOCATING INFORMATION IN REFERENCE SOURCES

Dictionaries, encyclopedias, and the card catalog contain information arranged alphabetically. Alphabetical arrangements follow one of two filing systems: **word by word** or **letter by letter.**

Word by Word	Letter by Letter
New Amsterdam	New Amsterdam
New Jersey	Newark
Newark	Newcastle
Newcastle	New Jersey

Be sure to notice the alphabetical arrangement when looking up a topic in any reference source. For example, **the records in both the card catalog and the periodical directories are filed alphabetically word by word;** entries in Encyclopaedia Britannica are arranged letter by letter.

SPECIAL LOCATION SYMBOLS

The CSUS Library has various special locations for items not in the regular circulating book collection. Call numbers for these items are designated by a location prefix. Become familiar with the location terms listed in Figure 6 to make sure you are looking in the correct place for the item you want. Here are some examples of call numbers with special locations:

x	juv	ref
PN	423	HG
C31	W346	W26
		Index Area

LOCATION TERMS

atlas - Call number indicates floor.

Audio - 3rd Floor, Media Services Center.

Filmstrip - 3rd Floor, Media Services Center.

folio - Oversize Book. Call number indicates floor: shelved following the regular call numbers on the 3rd, 4th & 5th floors.

Govt. Documents - Government Documents, 3rd Floor.

HRAF - Human Relations Area File. 3rd Floor, Microform Area.

Index Area - Call number indicates floor; indexes are shelved near reference desks.

juv - Juvenile Book. 3rd Floor, Education.

MP - Motion Picture. Available at the University Media Services English Building, Room 134.

Map Room - 4th Floor, Room 411

Microcard
Microfiche
Microfilm
Microprint — **3rd Floor, Microform Area**

Pd, Po, Pq, Pf - Inquire: Humanities Reference Desk, 5th Floor.

q - Oversize Book. Call number indicates floor: shelved following the regular call numbers on the 4th & 5th floors, interfiled with regular call numbers on 1st & 3rd floors.

ref - Reference Book. Call number indicates location.

Slide - 3rd Floor, Media Services Center.

Text/Fiche - Call number indicates location.

Thesis - 5th Floor, Humanities.

Video - 3rd Floor, Media Services Center.

x - Inquire: Reference Desk on floor indicated by call number.

The "X" signifies a book is in a secured area, while "juv" indicates that the book is in the Juvenile Collection which is arranged by the Dewey Decimal Classification System.

The "ref" is the designation for non-circulating items in the reference section.

"Index Area" signifies the material is housed on Index Area tables or in Index Alcoves.

Figure 6. Location Terms.

LIBRARY OF CONGRESS (LC) CLASSIFICATION SYSTEM AND CALL NUMBERS

The **LC Classification System** uses a combination of letters and numbers to classify all written knowledge. The system uses 21 letters to represent the broadest divisions of knowledge. The only letters of the alphabet not used are I, O, W, X, and Y. Most of the 21 categories have been subdivided into narrower categories by the addition of a second set of letters. The chart on the next page provides a summary of the LC Classification to illustrate how this has been done.

As you can see, **Q** is used for Science and it is subdivided by the addition of a second letter. So, **QL** is used for Zoolology. This single, double, or even triple letter combination comes after any location term and begins the part of the call number known as the **classification number.** It is followed by up to four numbers, ranging from **1** to **9999.** All the special subject divisions of Zoology are created by adding numbers to **QL.** Each classification number, such as **QL 88** for a book on endangered and extinct animals, is part of a larger number, the **call number.**

CALL NUMBER			FLOOR
A	thru	AXZ	5
AY	thru	AYZ	4
AZ			5
B	thru	BDZ	5
BF	thru	BFZ	3
BH	thru	BZ	5
C	thru	CZ	4
D	thru	DZ	4
E	thru	EZ	4
F	thru	FZ	4
G	thru	GTZ	4
GV	thru	GVZ	3
H	thru	HZ	4
J	thru	JZ	4
K	thru	KZ	4
L	thru	LZ	3
M	thru	MZ	5
N	thru	NZ	5
P	thru	PZ	5
Q	thru	QZ	1
R	thru	RZ	1
S	thru	SZ	1
T	thru	TZ	1
U	thru	UZ	4
V	thru	VZ	4
Z	thru	ZZ	5

After the classification number comes the part of the call number known as the **author number** because it is usually based on the author's last name. This alpha-numeric combination allows the Library to file books on the same topic alphabetically by the authors' last names. It is the part of the call number that is most frequently misunderstood because it is filed as though it is a decimal number, but no decimal is written. Figure 9 illustrates how these numbers would appear on the shelf.

LOCATING BOOKS BY CALL NUMBER

The call number serves as the address of the book or other library material. Each call number is unique and is assigned to only one volume in the collection. That makes it possible to find one book among millions. At the CSUS Library the call number is used to tell you what floor to go to, and then to narrow your search to a specific aisle, section and shelf where the item should be found. Directories of call number and floor locations are mounted near each Information Desk and at the Card Catalog. Book marks and flyers are also available to help you locate the correct floor on which to look for your material.

Figure 7: Call Number and Floor Location.

AN OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A. GENERAL WORKS

- AE Encyclopedias
- AY Yearbooks, Almanacs

B. PHILOSOPHY AND RELIGION

- BF Psychology
- BJ Ethics
- BL Religion

C. HISTORY: AUXILLARY SCIENCES

- CB History of Civilization
- CS Genealogy
- CT Biography

D. HISTORY: GENERAL & OLD WORLD

- DC France
- DD Germany
- DS Asia
- DT Africa

E. HISTORY: AMERICA & U. S.

F. HISTORY: U. S. LOCAL, NORTH AND SOUTH AMERICA

G. GEOGRAPHY, ANTHROPOLOGY AND RECREATION

- G Atlases
- GN Anthropology
- GV Recreation & Sports

H. SOCIAL SCIENCES

- HF Commerce
- HG Finance
- HM Sociology
- HQ Social Groups
- HV Social Pathology

J. POLITICAL SCIENCE

K. LAW

- KF U. S. Law
- KFC California Law

L. EDUCATION

M. MUSIC

N. FINE ARTS

P. LANGUAGE AND LITERATURE

- P- PN Language, Linguistics
- PQ-PT Literature

Q. SCIENCE

- QA Mathematics
- QC Physics
- QD Chemistry
- QE Geology
- QK Botany
- QL Zoology
- QP Physiology

R. MEDICINE

- RT Nursing

S. AGRICULTURE

- SF Animal Culture
- SB Plant Culture

T. TECHNOLOGY

- TA Civil Engineering
- TK Electrical Engineering, Computer Science
- TT Handicrafts, Design
- TX Home Economics

U. MILITARY SCIENCE

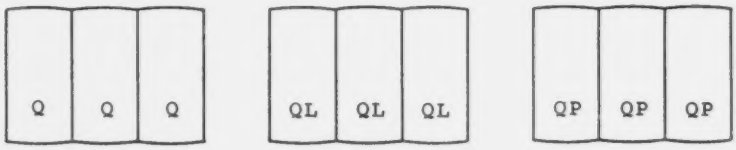
V. NAVAL SCIENCE

Z. BIBLIOGRAPHY AND LIBRARY SCIENCE

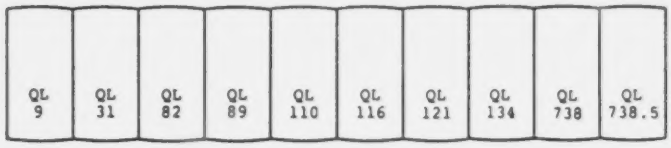
Figure 8: LC Classification.

LOCATING A BOOK ON THE SHELVES

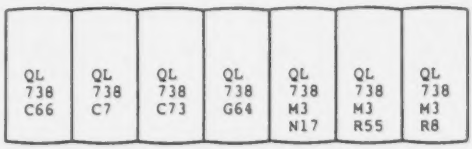
To locate a book, check the first line of the call number. If it is a location designator, look at the Location Terms posted on the end panels of the Card Catalog and repeated in Figure 6. The "juv" book is in the Juvenile Collection on the third floor. To find the "x" and the "ref" books you must look at the next line of the call number and match the letters with the Call Number Directories near the card catalog to find the floor location. In the last example, "Index Area" indicates this reference book will be in the index area on the fourth floor (HG is located on fourth).



Line 1: Arrangement on the shelf is alphabetical by the letters in the call number.



Line 2: Within QL the arrangement is numerical.



Line 3: Arrangement within QL 738 is first alphabetical (C66, G64, M3), then numerical with the number being read as a decimal. In example, C66 is read as C.66, C7 as C.70. Since .70 is larger than .66, C7 follows C66 on the shelf.

Line 4: Follows the same pattern as line 3. N17 is before R55; R55 is read as R.55 which is smaller than R8, read as R.80, and so precedes R8 on the shelf.

Figure 9: Book arrangement on shelves.

CHECKING OUT A BOOK

Before you can check out library materials you must have a valid Campus Services Card which you can obtain at the Circulation Desk. To be eligible for a card you must be a registered student, a member of the CSUS faculty or staff, or pay the semiannual $25.00 user fee for a card which is available to members of the local community. A cooperative agreement between the CSUS University Library and the UC Davis Library allows students at both institutions to borrow material from either library.

Library materials are protected by a security system and must be checked out at the exit control station or at the Circulation Desk.

The standard loan period is three weeks; books may be renewed for an additional three week period if there are no holds placed by another patron on the item to be renewed. **Telephone renewals are not accepted.** Overdue fees of $.15 per day per item are charged and are payable at the Circulation Desk. **There is no grace period.**

Reference books, periodicals and most media or non-print materials cannot be checked out of the Library.

CHECKING OUT RESERVE MATERIALS

Materials in the Reserve Book Room (RBR) circulate for limited loan periods varying from two hours to one week. Overdue fees are higher than in the main Library. RBR materials are designated by professors as required or suggested reading for courses. Unlike the main library book stacks, the RBR book stacks are closed to users.

To check out RBR materials, fill out a charge card and give it to the staff person. On the charge card indicate the call number, author, title, course, instructor and loan period for each item. This information can be found in either the author or course files in RBR.

*** Use your answer sheet to complete Unit 1: Part 2 ***
*** of Assignment 1. ***

UNIT 2: PART 1

SEARCH STRATEGIES FOR BOOKS AND MEDIA

OBJECTIVES

There are three parts to Unit 2. When you complete this first part you will be able to

* **Identify the most effective search procedure for obtaining** information on a particular subject.

* **Identify the most appropriate type of reference source for answering a particular question.**

After becoming familiar with the physical layout of the University Library and the procedures for checking out library materials, you need to identify the most effective procedure for finding information on the topic you select for your research. The approach, or **search strategy,** you use to find the best answer will vary based on the information you already have, the information you need to find, and the reference sources available for your use.

Information can be found in paper format (books, magazines, newspapers, etc.) or non-paper format (microforms, video, data bases, etc.). You need to learn the most efficient ways to find the information stored in these formats. Just as you would look for a street number to find a particular house, you need to locate the record of the information you want. The records of many information sources are found by searching for the **author, title,** or **subject** of the information you are seeking.

If you know the title of a specific book and wish to find out whether the University Library owns it, you search the card catalog by title. Or you may remember an author and the subject he or she writes about but you don't know the titles. You could search by the author's name or by the subject area. The author approach will be much quicker since you will not have to scan through as many cards. An exception to this would be if the author has a popular name such as Brown, or Smith, and you do not remember the first name. In this case the subject approach may be more efficient.

Another search strategy is to become familiar with basic types of reference sources and learn which type to consult for the information you are seeking. An example of matching a source with a specific need would be if you wished to know what major national political incident occurred yesterday. In this example you would go to yesterday's newspaper not to an encyclopedia.

Several basic reference sources and the information needs they serve are listed below. Study them carefully.

SOURCES	PROVIDE INFORMATION ON:
1. Almanacs	Statistical information
2. Atlases	Geographic information
3. Bibliographies	Further readings on a topic
4. Biographical Indexes	References to information about people
5. Biographies	Information on people
6. Book Review Indexes	References to critical analyses of books
7. Books	In-depth treatment of topics
8. Dictionaries	Definition of terms
9. Encyclopedias	Summaries of topics
10. Handbooks	Guides to specific subjects
11. Newspaper Indexes	References to newspaper articles
12. Newspapers	Current information
13. Periodical Indexes	References to articles in periodicals and journals
14. Periodicals	Current information or research studies on a topic

In the next units you will be asked to review some of these sources and work through some search problems to illustrate how these sources can fulfill certain information needs.

***** Use your answer sheet to complete Unit 2: Part 1 *****
***** of Assignment 2. *****

UNIT 2: PART 2

USING THE CARD CATALOG EFFECTIVELY

OBJECTIVES

In this second part of Unit 2, you will study about the card catalog and the part it plays in developing your library expertise. You will be able to:

* **Locate by author, title, or subject, the catalog card record of specified items in the Library collection.**

* **Identify and explain the usefulnes of the subject headings on main entry catalog cards of items in the Library collection.**

* **Identify essential information from the catalog card from which to construct a bibliography.**

* **Identify and explain the usefulness of notes found on a catalog card record.**

* **Identify the subject headings used for a particular topic in the card catalog by using Library of Congress Subject Headings.**

The card catalog is an alphabetical arrangement of records for most of the materials in the University Library. Each item cataloged is given a unique call number. Cards recording that call number and giving a description of the item are filed in the card catalog. Cataloged materials include books, media (video, audiocassette, slide, filmstrip) and some microforms (microfiche, microfilm, microcard).

A set of cards are filed in the card catalog for each item cataloged and include a title card, usually an author card and one or more cards with subject headings. The author card is usually the one designated by librarians as the **main entry**. If there is not an identifiable author, the title card serves as the main entry. Main entry cards list subject headings at the bottom with some other features known as **tracings** that the other cards lack. Just be sure not to confuse **main entry** with the front door of the Library! See Figure 10.

The essential components for a bibliography are provided on every catalog card. They are:

author, title, place of publication, publisher and date

as shown in Figure 11. Style manuals, available at each Information Desk, provide examples of format and punctuation for bibliographies.

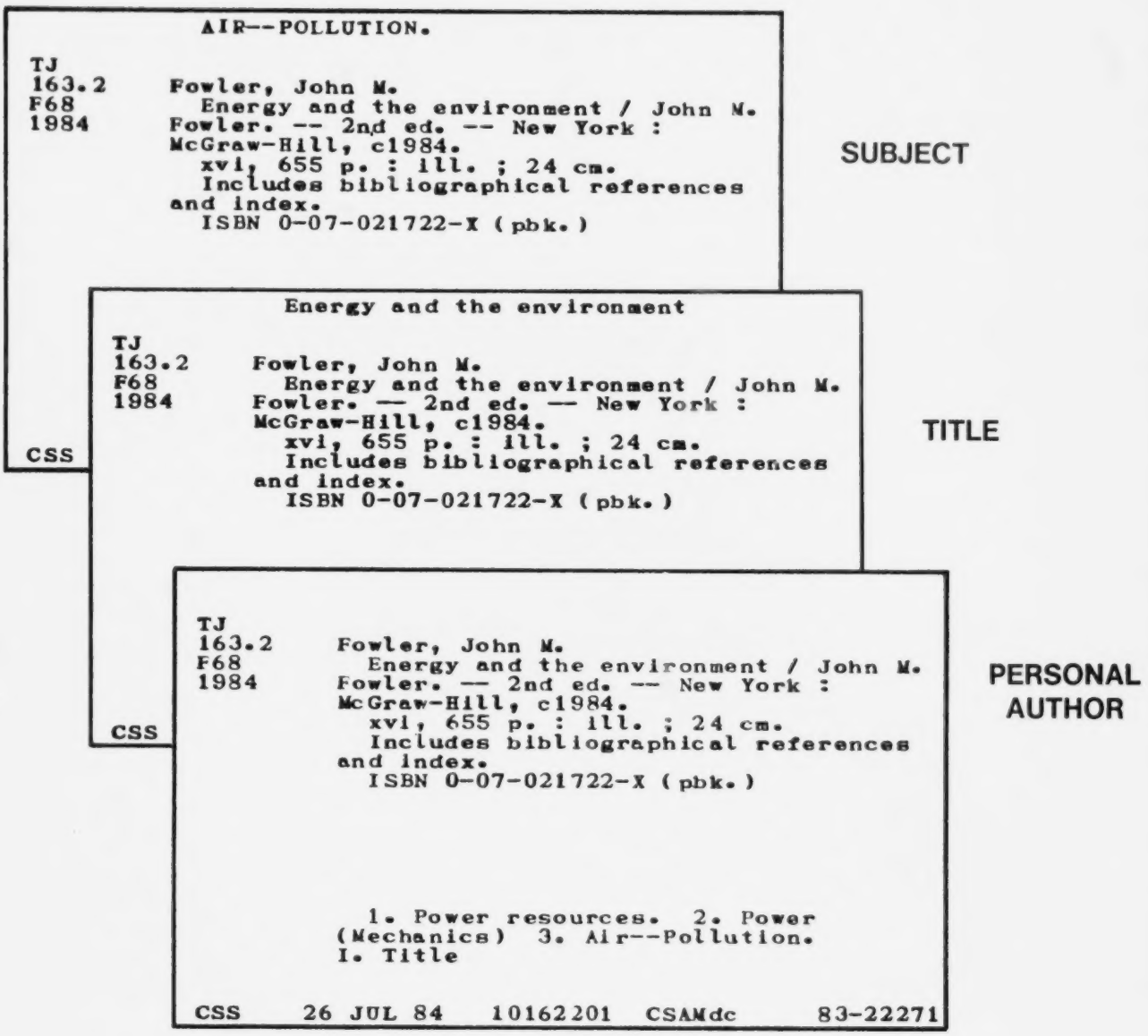


Figure 10. Set of author, title and subject cards.

AUTHOR APPROACH

To locate an item by a particular author, look under the author's last name. The author may be a person or a corporate body, so you may find author cards filed by the first word in a company, an association, a conference, a government agency, or a city. Examples of these would be: General Electric; Conference on Acid Rain; or the US Bureau of the Census. For musical works, the composer is the author. Author cards are arranged alphabetically by last name if a person, or by the first word in the name of a corporate body. See Figure 11.

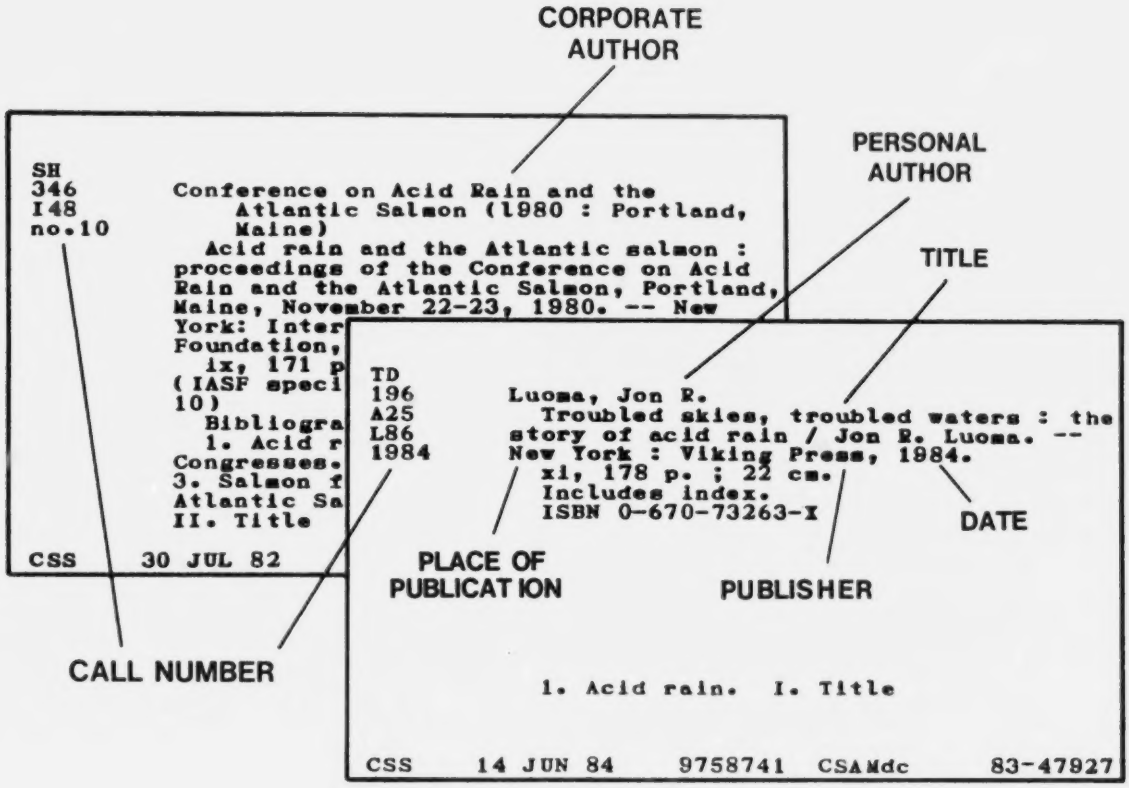

CORPORATE AUTHOR
PERSONAL AUTHOR
TITLE
DATE
PLACE OF PUBLICATION
PUBLISHER
CALL NUMBER
SH
346
I48
no.10
Conference on Acid Rain and the Atlantic Salmon (1980 : Portland, Maine)
Acid rain and the Atlantic salmon : proceedings of the Conference on Acid Rain and the Atlantic Salmon, Portland, Maine, November 22-23, 1980. -- New York: Inter Foundation, ix, 171 p (IASF speci 10)
Bibliogra
1. Acid r Congresses. 3. Salmon f Atlantic Sa II. Title
CSS 30 JUL 82
TD
196
A25
L86
1984
Luoma, Jon R.
Troubled skies, troubled waters : the story of acid rain / Jon R. Luoma. -- New York : Viking Press, 1984.
xi, 178 p. ; 22 cm.
Includes index.
ISBN 0-670-73263-X
1. Acid rain. I. Title
CSS 14 JUN 84 9758741 CSAMdc 83-47927

Figure 11. Examples of author cards, one for an personal author and one for a corporate author.

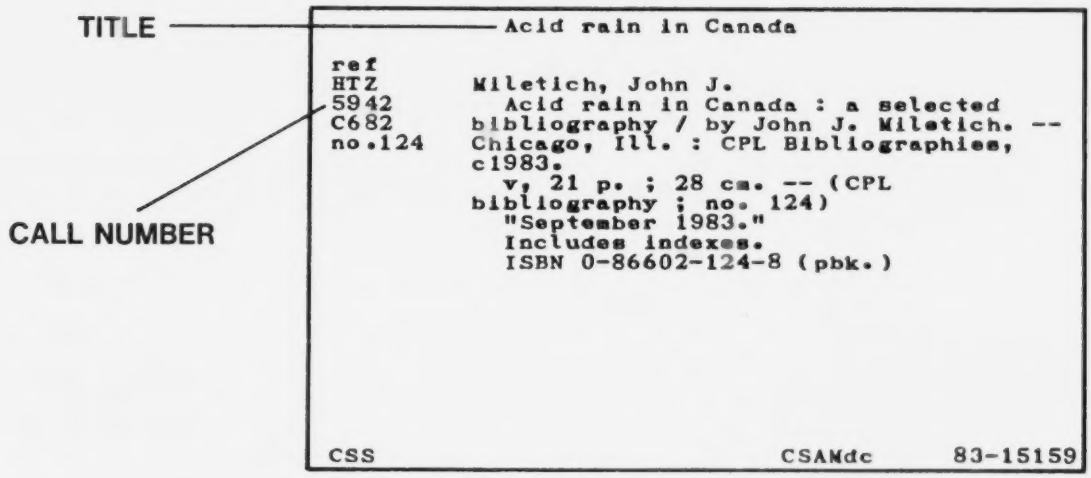


Figure 12. Example of a title card.

TITLE APPROACH

If you know the title and not the author, look in the card catalog under title. Title cards and author cards are identical except that the **title is typed at the top of the card** above the author's name. If the author is not known, the title is the first item on the card. Title cards are arranged alphabetically by the first word of the title. Articles (a, an, the, or their foreign language equivalents) at the beginning of titles are ignored. To find the title, An Instructional Handbook, you must look under Instructional; to find El Grito, you must look under Grito. See Figure 12.

SUBJECT APPROACH

Many assignments require that you search the card catalog by a **subject heading,** rather than by author or title. The subject card is identical to the author and title cards except that the **subject is typed either in red or in capitals at the top of the card.** Subject cards are filed alphabetically. See Figure 13.

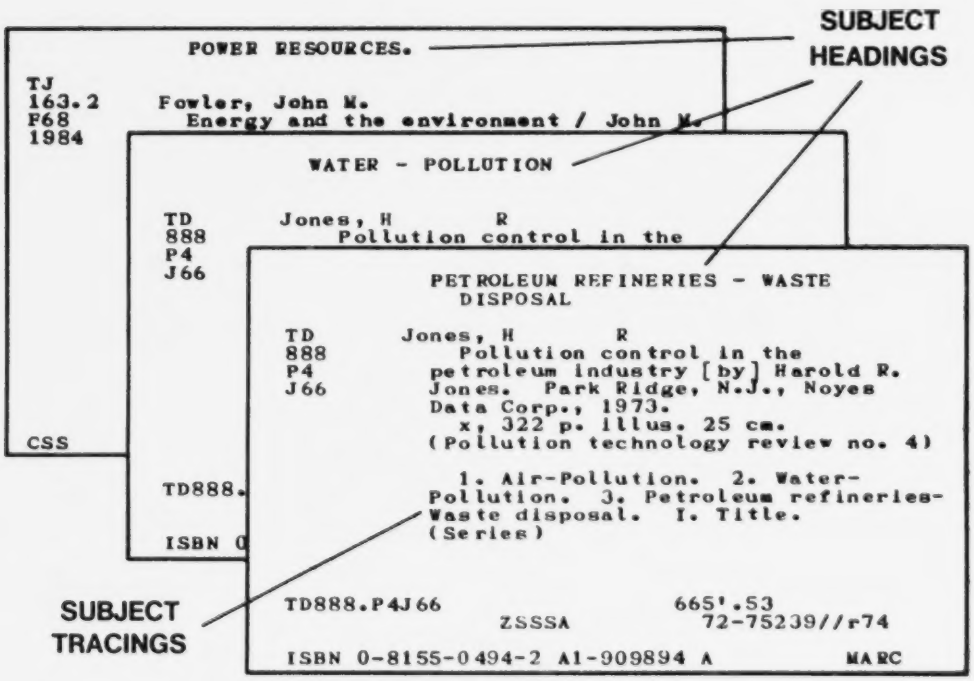


Figure 13. Examples of subject cards.

DETERMINING SUBJECT HEADINGS

When deciding under which subject heading to search in the card catalog, remember to **be as specific as possible in defining your subject.** If you wish to find materials on eagles, don't look under "BIRDS." If the bald eagle is the type of eagle in which you are interested, look directly under "BALD EAGLE" in the card catalog.

Many subjects have subdivisions which help you narrow your topic and thus decrease the time you will need to spend in searching the catalog. For example:

SPORTS--ACCIDENTS AND INJURIES
SPORTS--ECONOMIC ASPECTS
SPORTS--HISTORY

If you don't find any information under a subject heading, you may be using a heading that is not used by this Library. For example, you may search under the term:

Chicanos	but the Library uses	MEXICAN AMERICANS
Cooking	but the Library uses	COOKERY
Film	but the Library uses	MOVING PICTURES
Term Papers	but the Library uses	REPORTS

Consult the two volumes of the Library of Congress Subject Headings (LCSH) located on tables near the card catalog to find the headings to use when searching the card catalog. LCSH is a list of all the subject headings that could be used in the card catalog. Don't expect to find all the subject headings in the card catalog because headings are used only if the Library has an item on that subject. The LCSH not only lists subject headings, but gives you additional information that can be valuable in expanding or narrowing a research topic. The **Library of Congress Subject Headings** will:

* Direct you from terms that are not used as headings to ones that are used, for example:

  Limitation of armament see **Disarmament**

* Identify subject headings in bold print that are used, for example:

  Disarmament (JX 1974)

* Refer you to other subject headings which may be relevant to your search, for example:

  Disarmament
  sa (see also) Arms control

* List the subdivisons used to divide a subject into more specific search terms, for example:

Disarmament
-Inspection (UA 12.5)

Some subject headings are followed by a classification number in parens, such as (JX 1974) and (UA 12.5) in the previous examples. These are the beginning of the call numbers assigned to that subject and can be used if you want to browse in the book stacks where you are likely to find relevant material.

There are subject headings in the card catalog which do not appear in LCSH. These are frequently proper names, for example:

Kennedy, John Fitzgerald
Sacramento County, California
American River.

Figure 14 is from the LCSH. Explanations of each part appear in the left hand column. Study the explanations carefully so you will be able to locate the materials available on a particular subject.

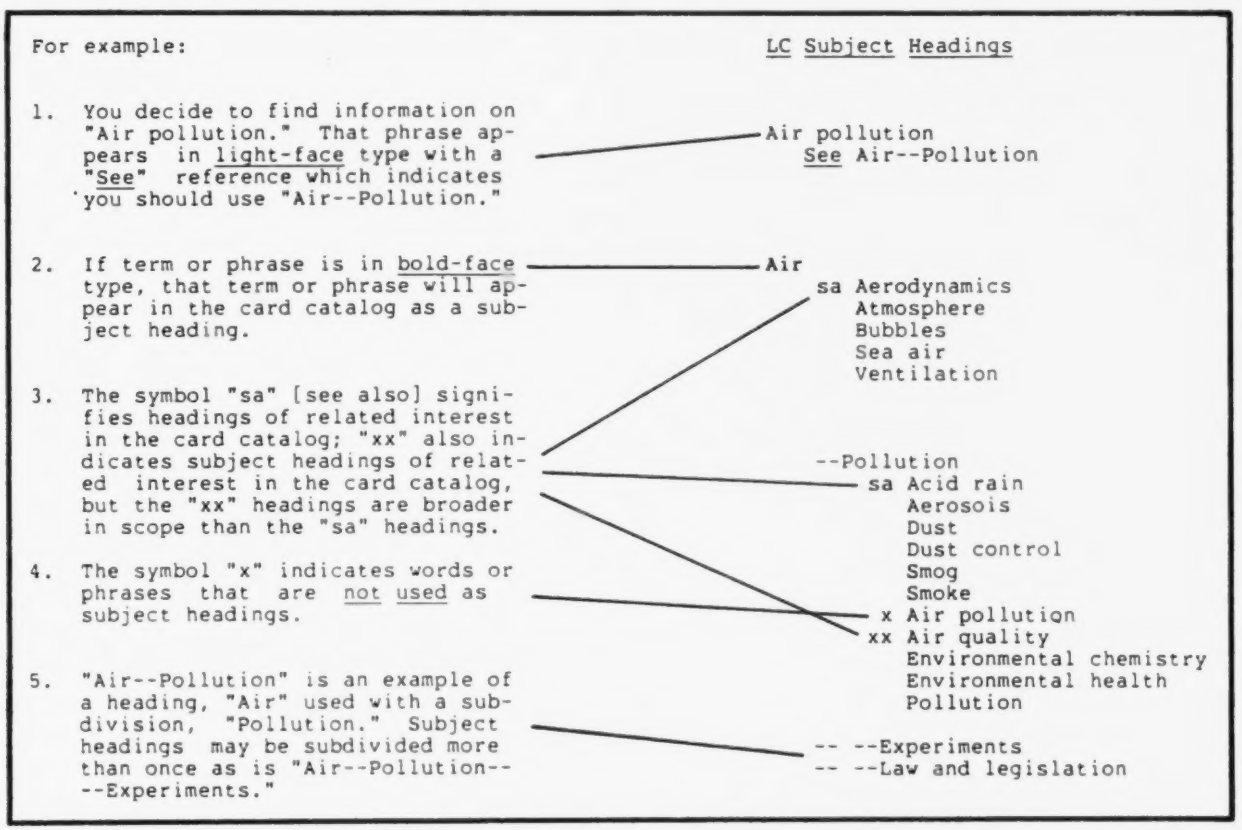

For example:
LC Subject Headings
1. You decide to find information on "Air pollution." That phrase appears in light-face type with a "See" reference which indicates you should use "Air--Pollution."
Air pollution
See Air--Pollution
2. If term or phrase is in bold-face type, that term or phrase will appear in the card catalog as a subject heading.
Air
sa Aerodynamics
Atmosphere
Bubbles
Sea air
Ventilation
3. The symbol "sa" [see also] signifies headings of related interest in the card catalog; "xx" also indicates subject headings of related interest in the card catalog, but the "xx" headings are broader in scope than the "sa" headings.
--Pollution
sa Acid rain
Aerosois
Dust
Dust control
Smog
Smoke
4. The symbol "x" indicates words or phrases that are not used as subject headings.
x Air pollution
xx Air quality
Environmental chemistry
Environmental health
Pollution
5. "Air--Pollution" is an example of a heading, "Air" used with a subdivision, "Pollution." Subject headings may be subdivided more than once as is "Air--Pollution---Experiments."
-- --Experiments
-- --Law and legislation

Figure 14. How to use Library of Congress Subject Headings.

FILING IN THE CARD CATALOG

As explained earlier in the handbook, cards for author, title and subject are filed alphabetically **word by word.** Punctuation marks are ignored in filing. The ampersand (&) is the only symbol recognized in filing and comes before anything else. For example, cards in the catalog section beginning with the word "rice" are as follows:

RICE	Subject
Rice & man	Title
Rice, Allen Thorndike	Author
Rice, Anita Kay	Author
RICE--CALIFORNIA	Subject
RICE CO., MINN.--POLITICS AND GOVERNMENT	Subject
The rice industry of Burma	Title
Rice, spice and bitter oranges	Title
Rice, Tim	Author (Composer)
Rice University. Institute for the Arts.	Author (Institution)
Ricercare	Title
Ricercari fur Orgel	Title (German musical work)
Riceyman steps	Title
The rich man	Title

ADDITIONAL FILING RULES

Understanding these additional filing rules will give you an advantage when you search for information in the card catalog:

1. Abbreviations such as Mr., Mrs., Ms., Dr., St., Lt. are filed exactly as if they were written out in full.
2. Proper names beginning with the prefix M', Mc or Mac are filed exactly as written, for example, MacCarteney, McCleery, or M'Collum.
3. Compound surnames file alphabetically **after** all other entries beginning with the same initial name, such as, Gomez, Winifred, then Gomez Aristizabal, Horacio.
4. **Numbers and dates** expressed **in digits** (1, 2, 1982) or other notations such as roman numerals (I, II, III) are **filed at the beginning of the card catalog before letters** and are arranged by their numerical value. Look in both places if you are unsure.
5. **Numbers and dates** expressed **as words** (one, two, three) are **filed alphabetically** within the card catalog.
6. Initials and acronyms that are not separated in any way, such as ERIC and FORTRAN, are filed as single words regardless of capitalizations.
7. Initials separated by marks of punctuation and/or spaces are filed as separate words, such as P. B. S.

8. Cards for books about an author are filed after those written by the author.
9. Period subdivisions of histories of countries are filed chronologically rather than alphabetically, for example

    U. S.--HISTORY--REVOLUTION
    U. S.--HISTORY--WAR OF 1812
    U. S.--HISTORY--CIVIL WAR

ADDITIONAL INFORMATION ON CATALOG CARDS

Study the explanatory key to the sample card in Figure 15.

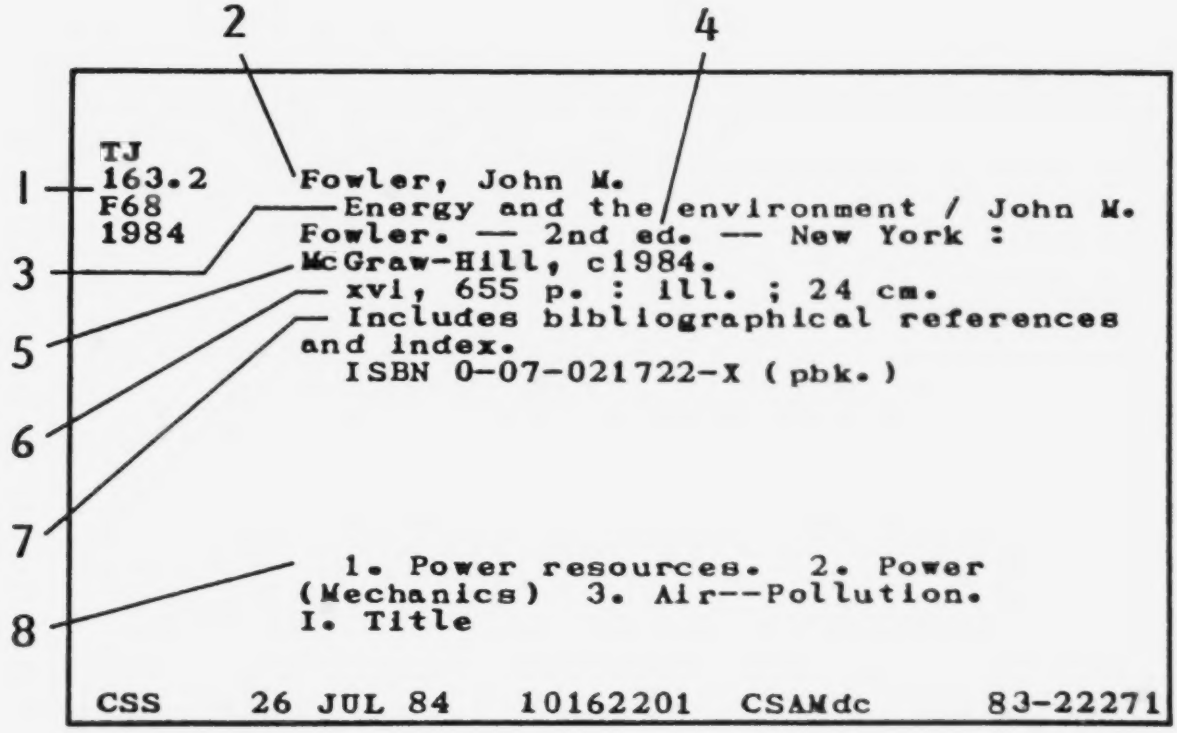


Figure 15. Catalog card containing notes.

EXPLANATORY KEY

1. **Call number.**

2. **Author's name (last name first), and often, the author's birth date and death date, if applicable.**

3. **Title.**

4. **Edition statement, if necessary.** This is important if an instructor has assigned readings from a text. The University Library may have an earlier edition of the same book, but the pages and chapters may vary from the edition used in class.

5. **Imprint.** This includes place of publication, publisher, and date of publication. This information is useful if you only want to use books published during a certain time period, if you want only books published in the United States, or if you want to verify that a title is by a certain publisher.

6. **Collation.** This is a physical description of the item, which may include the number of pages, illustrations, and the size of book. If you wish to find illustrations for the topic you are researching, check the collation.

7. **Notes.** These are statements which call attention to special features of the item. The notes statement is where you will find an indication that the book contains an index or a bibliography. Using a bibliography that lists further readings on the same topic will help you expand your research quickly. Knowing that the book has an index will allow you to skim the index to make sure the specific topics you want are included.

8. **Tracings.** The arabic numerals at the bottom of the card list the **subject headings** under which this book is listed in the card catalog. If you look under these subject headings, you may find more materials on the same topic. **For materials received after 1978 the tracings appear only on the main entry card, which can be either an author or a title card.** Sometimes tracings are printed on the back side of the main entry card.

CATALOG CARDS FOR MEDIA MATERIAL

The information for media or audiovisual materials is also found on a catalog card but it appears in a somewhat different arrangement than that for a book. The call number contains a format designator (Video, Audio, Slide, Filmstrip) and a number. Cards are for author, title and subject just as for books, but the physical description of the item differs and may include duration of the program, the number of frames in a filmstrip, the number of slides in a slide/tape program, or videocassette size. All media materials, with the exception of the Slide Collection, are found in the Media Services Center, third floor northeast. There is a separate card catalog in the media area just for media materials. Cards in that catalog are duplicates of cards in the main card catalog. A sample card for media is shown in Figure 16.

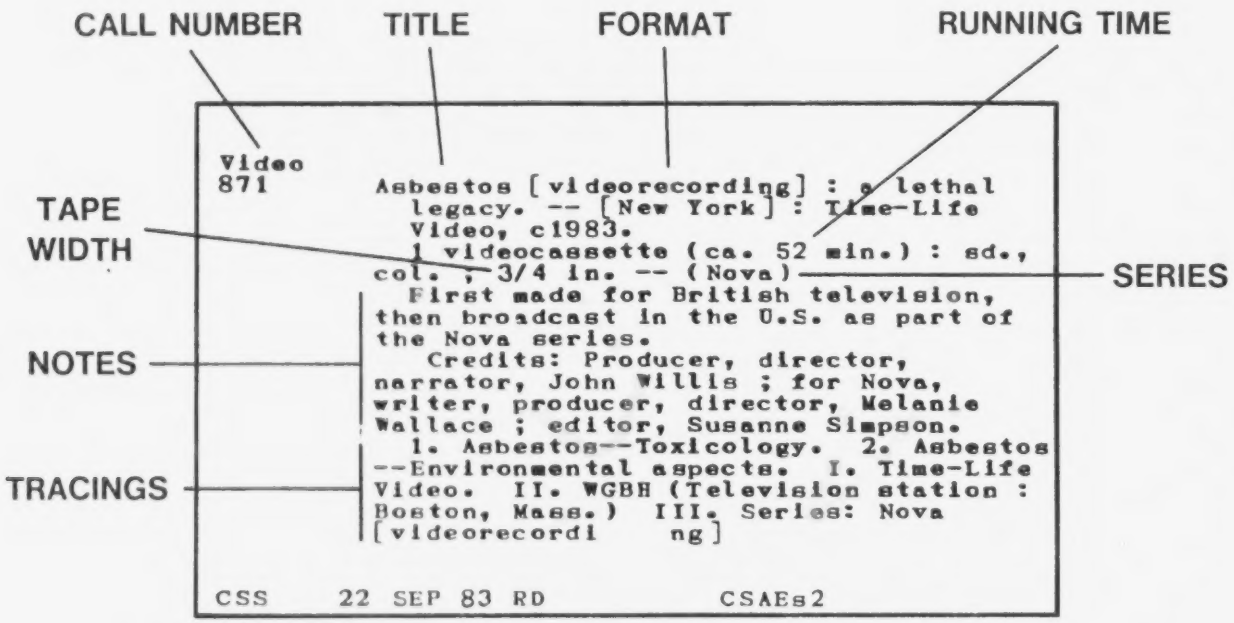

CALL NUMBER
TITLE
FORMAT
RUNNING TIME
TAPE WIDTH
SERIES
NOTES
TRACINGS
Video
871
Asbestos [videorecording] : a lethal legacy. -- [New York] : Time-Life Video, c1983.
1 videocassette (ca. 52 min.) : sd., col. ; 3/4 in. -- (Nova)
First made for British television, then broadcast in the U.S. as part of the Nova series.
Credits: Producer, director, narrator, John Willis ; for Nova, writer, producer, director, Melanie Wallace ; editor, Susanne Simpson.
1. Asbestos--Toxicology. 2. Asbestos --Environmental aspects. I. Time-Life Video. II. WGBH (Television station : Boston, Mass.) III. Series: Nova
[videorecordi ng]
CSS 22 SEP 83 RD CSAEs2

Figure 16. Title card for a videocassette.

*** Use your answer sheet to complete Unit 2: Part 2 ***
*** of Assignment 2. ***

UNIT 2: PART 3

ENCYCLOPEDIAS

OBJECTIVES

In completing this final part of Unit 2, you will:

* **Use a subject encyclopedia to locate an article and a bibliography on a given topic.**

* **Read a short article in an encyclopedia to select key words to use as potential search terms.**

Background information can be very important when you start to research an unfamiliar topic. Encyclopedias offer you an overview of a topic to help you decide how to define your topic so you may search other resources such as the card catalog and periodical indexes. Both general and subject encyclopedias contain articles written by specialists, often with bibliographies or lists of books on the same topic that will lead you to other material. Remember an encyclopedia is only a starting point and you should not rely on it to furnish you with all the information on a topic. No instructor wants you to condense or rewrite an encyclopedia article for a paper.

Reading an encyclopedia article helps you to become familiar with the terminology of the subject you are researching. It introduces you to the key concepts related to the subject. Look for terms which you might use as search terms when looking in the card catalog and in periodical indexes. Remember to avoid terms which are broad and general in nature; for example, HISTORY, or POLITICS, or THEORY. Look for more specific terms such as GREAT DEPRESSION, NEW DEAL, SOCIALISM.

When choosing which encyclopedia to use in your research, here are some questions to consider: Is the article too long or too short? Is the language clear or too technical for your needs? Are there illustrations which may be helpful? Can you use the outline form of the article as a guide to formulating the outline for your paper? Does the bibliography list up-to-date titles that you are likely to find in the Library?

There are three basic types of encyclopedias: general, one-volume and subject. The largest number of encyclopedias can be found in the reference section on the fifth floor, however, each reference area does have some general encyclopedias as well as the subject ones appropriate to the collection.

GENERAL ENCYCLOPEDIAS

Some of the general encyclopedias include titles with which you may already be familiar:

Encyclopedia Americana. Danbury, Connecticut: Grolier.
ref AE 5 E333 1986

Encyclopaedia Britannica. Chicago: Encyclopaedia Britannica.
ref AE 5 E363 1987

Collier's Encyclopedia. New York: Macmillan Educational Corp.
ref AE 5 C683 1987

Most encyclopedias are arranged in alphabetical order by subject. On the spine of each volume you will find the inclusive letters covered in that volume. If you look at just the volume with your subject, for example, "Irrigation" in the volume marked "I", you may miss a wealth of related materials. Turn to the index to the set, look up "Irrigation" and find out which other volumes may also have information related to this term. In the index, terms will be followed by a volume number and page number. Sometimes there will be a small letter after the page number, that letter usually refers to the section of the page. For example, if the number for irrigation is 13-523a, 13 is the volume number, 523 is the page number and "a" means the top of the left portion of page 523.

An exception to the alphabetical arrangement is Encyclopaedia Britannica. Because it is an excellent resource, its unique arrangement requires explanation. See Figure 17.

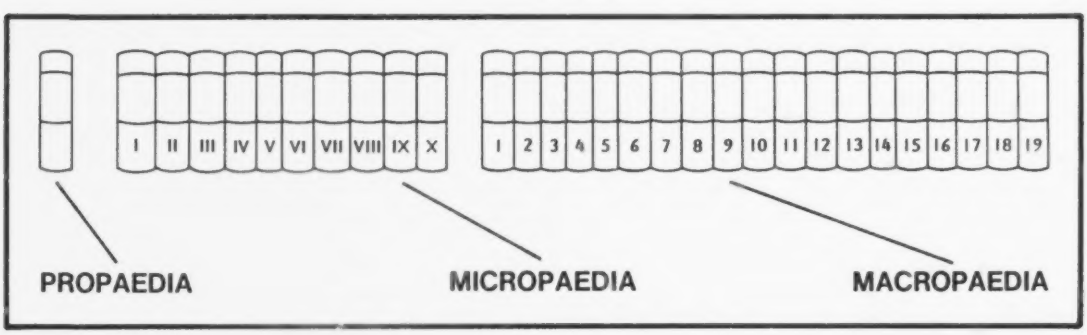


Figure 17: Arrangement for Encyclopaedia Britannica.

Propaedia	A one-volume outline and topical guide to the Macropaedia.
Micropaedia	Ten volumes of short articles on specific subjects which frequently refer you to longer articles in the Macropaedia. These volumes have Roman numerals on the spines.
Macropaedia	Nineteen volumes of long articles on broad topics. These volumes have arabic numerals on the spines.

Because updating large sets is a lengthy and expensive process, many encyclopedias issue yearbooks. Check to find out if the title you are using issues a yearbook.

ONE-VOLUME ENCYCLOPEDIAS

One volume encyclopedias are like the general sets but with much less material on each subject. They are particularly useful if you want a quick fact such as the date of an event or the spelling of a name. Two examples are:

The New Columbia Encyclopedia. New York: Columbia Univ.
ref AG 5 C725 1975

The Random House Encyclopedia. New York: Random House.
ref AG 5 R25 1983

SUBJECT ENCYCLOPEDIAS

These encyclopedias contain specialized information in a particular field of knowledge. Subject encyclopedias may cover broad subject areas which correspond closely to academic divisions, such as the social sciences and humanities, or be on specific subjects as art, music, or philosophy. An article in a subject encyclopedia will contain more detailed, exhaustive information than would be found in a general set. In addition, the bibliographies are usually more extensive.

Examples of subject encyclopedias are:

Encyclopedia of Education. New York: Macmillan, 1971.
ref LB 15 E47

The Encyclopedia of Philosophy. New York: Macmillan, 1972.
ref B 41 E5 1972

Encyclopedia of World Art. New York: McGraw-Hill, 1959-83.
ref N 31 E533

International Encyclopedia of the Social Sciences. New York: Macmillan and the Free Press, 1968.
ref H 41 I5

McGraw-Hill Encyclopedia of Science and Technology. New York: McGraw-Hill, 1987.
ref Q 121 M3 1987

*** Use your answer sheet to complete Unit 2: Part 3 ***
*** of Assignment 2. Deposit your completed ***
*** answer sheet in designated location. ***

UNIT 3: PART 1

PERIODICAL INDEXES AND ABSTRACTS

OBJECTIVES

In Unit 3 you will study about periodicals and how they contribute to your research. This first part, will show you how to:

* **Locate an article in a periodical index and identify parts of the citation.**
* **Recognize the similarities and the differences between periodical indexes and abstracting services.**
* **Locate an abstract of a journal article and the citation for that article.**
* **Locate an issue of a specific periodical in the University Library.**

"Periodical" is a term with which you will become very familiar. In libraries the term is used to refer to materials published at regular intervals such as magazines, journals and newspapers. The University Library currently receives over six thousand periodicals and has over seven thousand non-current older titles containing information on a wide variety of subjects. Major reasons for using periodicals include:

* **Currency:** the most recent information on many subjects and/or events appears first in periodicals
* **Efficiency:** often information is found more quickly in periodicals than in books
* **Specialization:** often scholarly journals present specialized information not available in books
* **Historical perspective:** past issues of periodicals may present information on a subject and/or event in a different context than books treating the same topic

Periodical indexes list the articles which appear in hundreds of periodicals. Some indexes provide general subject coverage. Readers' Guide to Periodical Literature is a good example of a general index. Other indexes cover specific subject areas such as Art Index, Music Index, Business Index, and Education Index. Each subject index usually indexes a unique group of periodicals although some periodicals are indexed in more than one periodical index.

Several of the most widely used indexes are described. If you wish to locate other indexes which may relate more closely to your field of interest, check with a reference librarian.

Applied Science and Technology Index. New York: H.W. Wilson, 1913-
ref TZ 7913 I7 (First floor near Information Desk.)

Indexes periodical articles covering such fields as aeronautics and space science, chemistry, computer technology and applications, energy resource and research, engineering and other industrial and mechanical arts, geology, mathematics, mineralogy, oceanography, and physics. Entries are arranged alphabetically by subject.

Art Index. New York: H.W. Wilson, 1929-

ref NZ 5937 A78 (Fifth floor Index Area.)

Indexes American and foreign periodicals in the areas of archaeology, architecture, arts and crafts, design, painting and sculpture. Articles are listed alphabetically by author and subject.

Biography Index. New York: H.W. Wilson, 1947-

ref CTZ 5301 B5 (Third, fourth, and fifth floor Index Areas)

Indexes all types of biographical material published in English language books and periodicals, including obituaries of national and international interest from the New York Times. Index is in two sections: an alphabetical list by name giving dates, nationality, occupation or profession, and an alphabetical index by professions and occupations.

Business Index. Belmont, California: Information Access Corporation, 1983-
Microfilm reader. (Fourth floor Index Area.)

Indexes more than 800 general business and trade journals covering finance, management, marketing, and production aspects of industries and companies. Articles are listed alphabetically by subject and author. It contains articles from the past three years in a self-contained microfilm reader and is updated monthly.

Business Periodicals Index. New York: H.W. Wilson, 1958-

ref HFZ 164 C81 B983 (Fourth floor Index Area.)

Indexes such subject fields as accounting, advertising and public relations, banking, communications, computer technology and applications, economics, electronics, finance, industrial relations, industries and trades, insurance, international business, management and personnel administration, marketing, real estate and other specific businesses. Each article is listed alphabetically by subject. Includes book reviews.

Education Index. New York: H.W. Wilson, 1929/30-

ref L 3 E42 (Third floor Index Area.)

Indexes periodical articles and some books such as anthologies and yearbooks, in all areas of education, including administration and supervision, adult education, counseling and curricula, elementary, secondary, and higher education, preschool, teacher and vocational education. Each article is listed alphabetically by author and subject.

Essay and General Literature Index. New York: H. W. Wilson, 1900-

ref AI 3 E75 (Fourth and fifth floor Index Areas.)

Indexes essays appearing in collections of essays and miscellaneous other sources from 1900 to date. Essays written before 1900 which were published in collections after 1900 are also indexed. Provides analytical material for criticism of books and persons and is an aid for locating sources in which an essay is printed.

InfoTrac. Belmont, California: Information Access Corporation. 1980-

Computer index. (First, second, and fourth floor Index Areas; on third floor near Microforms Desk.)

InfoTrac is one of the first periodical indexes available using a video disk accessed through a personal computer. Disks are updated monthly and contain the previous two months of the Wall St. Journal and the previous six months of the New York Times in addition to covering the current three years of more than 900 general interest and business periodicals.

Humanities Index. New York: H.W. Wilson, 1974/75-

ref AI 3 R492 (Fifth floor Index Area.)

Indexes more than 260 scholarly periodicals in the fields of archaeology, folklore, history, language and literature, literary and political criticism, performing arts, philosophy, religion and theology. Each article is listed alphabetically by author and subject.

Magazine Index. Belmont, California: Information Access Corporation. 1976-
Microfilm reader. (Located near each Information Desk.)

Indexes more than 400 general interest periodicals covering popular subjects such as politics, the economy, travel and leisure and other aspects of American culture. Also includes extensive indexing of product evaluations and book reviews. Articles are listed alphabetically by subject and author. Self-contained in a microfilm reader, this index covers the past five years and is updated monthly.

Readers' Guide to Periodical Literature. New York: H.W. Wilson, 1905-
ref AI 3 R4 (First, third, fourth and fifth floor Index Areas)

One of the most commonly used periodical indexes, Readers' Guide indexes articles from more than 180 different periodicals of general interest published in the United States. Each article is listed alphabetically by author and subject.

Social Sciences Index. New York: H.W. Wilson, 1974/75-

ref AI 3 R494 (Third and fourth floor Index Areas.)

Indexes such subject fields as anthropology, economics, law and criminology, medical sciences, political science, psychology, public administration and sociology. Entries are listed alphabetically by author and subject.

USING PERIODICAL INDEXES

The unit on using the card catalog explained the subject and author approach to finding material in the card catalog. Use the same approach in a periodical index to find citations to the articles indexed. A **citation** is the information which you need from the index to direct you to the article you want. It also is the information you will need to construct a bibiliography, which is a list of all the sources you consult in your research.

A subject heading in an index may include several subheadings. Usually articles with general coverage will be listed under the main subject heading. Articles on specific aspects of the subject will then be listed under appropriate subheadings. The citation in a periodical index gives information on each article and frequently appears in this format:

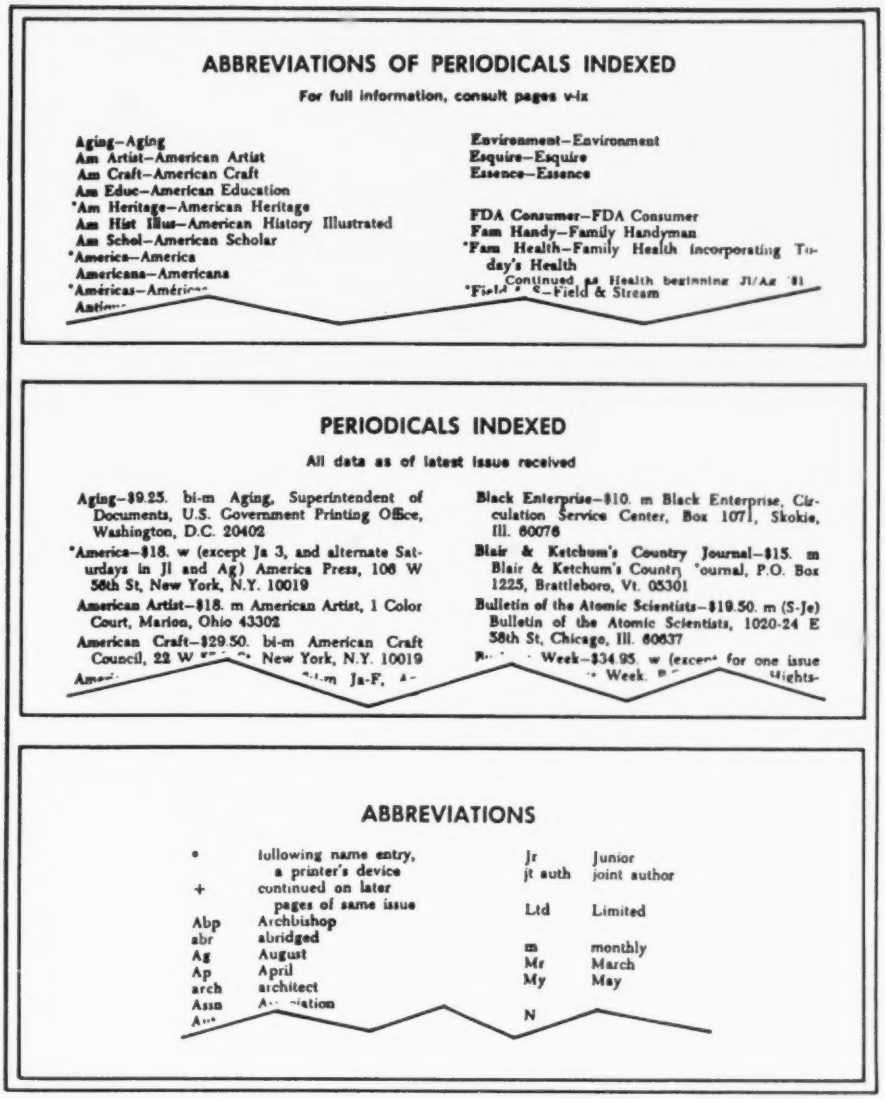
Title. Author. Name of the periodical in which the article may be found Volume number: Page number(s) and Date.

To find an article, remember to note the complete citation listed in the index. A citation from Readers' Guide to Periodical Literature is shown in Figure 18. The various parts of a citation, the subject heading and the subheadings are noted.

Acid precipitation (Meteorology) *See* Acid rain
Acid rain
Is acid rain a myth? [views of Charles Frink and Edward Krug] *Sci Dig* 92:19 Ja '84
Turning green into yellow [effect on West German forests] A. Toufexis. il *Time* 123:54 Ja 9 '84
Conferences
The 30% club. il *Time* 123:32 Ap 2 '84
A multinational warning on acid rain. P. Ohlendorf. il *Macleans* 97:50 Ap 2 '84
Unexplained deaths in the forests [Ottawa meeting] P. Ohlendorf. il *Macleans* 97:42 Mr 26 '84
Laws and regulations
Acid rain can be good for you [railroads to benefit from electric plants' switch to low-sulphur coal] J. Cook. *Forbes* 133:151 Ja 2 '84
Acid rain: technologies exist to flush the problem away. S. J. Marcus. il *Audubon* 86:120-3 Mr '84
Impurities from heaven. *New Repub* 190:8-9 Mr 12 '84
Water dampens U.S.-Canadian relations. J. E. Carroll. bibl il por maps *Bull At Sci* 40:20-5 Ja '84

Figure 18: Sample entry from Readers' Guide to Periodical Literature. Readers' Guide to Periodical Literature Copyright © 1984 by The H. W. Wilson Company. Reproduced by permission of the publisher.

Understanding the information contained in a citation can be difficult because many abbreviations are used. Check the front pages of the index to find: (1) a list of the periodicals indexed, (2) the title abbreviations used for those periodicals, (3) the general abbreviations used in the index and (4) the section on how to use the index. Sample illustrations of several of these lists are shown in Figure 19. It is very important to consult these lists to understand the citation.



ABBREVIATIONS OF PERIODICALS INDEXED

For full information, consult pages v-ix

Aging–Aging
Am Artist–American Artist
Am Craft–American Craft
Am Educ–American Education
*Am Heritage–American Heritage
Am Hist Illus–American History Illustrated
Am Schol–American Scholar
*America–America
Americana–Americana
*Américas–Américas
Antiq–

Environment–Environment
Esquire–Esquire
Essence–Essence

FDA Consumer–FDA Consumer
Fam Handy–Family Handyman
*Fam Health–Family Health incorporating Today's Health
Continued as Health beginning Jl/Ag '81
*Field & S–Field & Stream

PERIODICALS INDEXED

All data as of latest issue received

Aging–$9.25. bi-m Aging, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

*America–$18. w (except Ja 3, and alternate Saturdays in Jl and Ag) America Press, 106 W 56th St, New York, N.Y. 10019

American Artist–$18. m American Artist, 1 Color Court, Marion, Ohio 43302

American Craft–$29.50. bi-m American Craft Council, 22 W [illegible] New York, N.Y. 10019

Amer[illegible] bi-m Ja-F, A-

Black Enterprise–$10. m Black Enterprise, Circulation Service Center, Box 1071, Skokie, Ill. 60076

Blair & Ketchum's Country Journal–$15. m Blair & Ketchum's Country Journal, P.O. Box 1225, Brattleboro, Vt. 05301

Bulletin of the Atomic Scientists–$19.50. m (S-Je) Bulletin of the Atomic Scientists, 1020-24 E 58th St, Chicago, Ill. 60637

[illegible] Week–$34.95. w (except for one issue [illegible] Week. [illegible] Rights-

ABBREVIATIONS

*	following name entry, a printer's device	Jr	Junior
+	continued on later pages of same issue	jt auth	joint author
Abp	Archbishop	Ltd	Limited
abr	abridged	m	monthly
Ag	August	Mr	March
Ap	April	My	May
arch	architect		
Assn	Association	N	
Aut			

Figure 19. Sample excerpts from Readers' Guide to Periodical Literature. Readers' Guide to Periodical Literature Copyright © 1982, 1983 by The H. W. Wilson Company. Material reproduced by permission of the publisher.

ABSTRACTS

Periodical indexes help you to locate articles; abstracting services go a step further by also briefly describing the contents of the article. This short "**abstract**" or description usually presents the essential contents of the article and serves two major functions: it can indicate whether it would be worthwhile to read the entire article, and it can serve as a current awareness tool to scan

professional publications in your field for articles of interest. Both indexes and abstracts are housed in the Index Areas near each Information Desk.

Abstract volumes tend to be published in highly technical and scientific fields that cover a narrow range of subjects in great depth. Most are international in scope and include foreign language sources with English abstracts. The advent of computer databases has meant abstracting services and indexes can provide access by subject, key word, author, report number and other items that will help you find material on your topic.

Unlike indexes that often cover only periodicals, the abstracting services may also cover books, documents, conference proceedings, reports, book and film reviews and other forms of related information. Where periodical indexes list citations for articles directly under the subject headings, abstracting services usually separate the subject lists from the abstract itself. Thus, to use an abstract volume you must first use the subject index to compile a list of **abstract numbers** and then locate these numbers in the main body of the corresponding abstract list. Often the indexes to the abstracts are bound separately so you must be careful to match up the volume numbers and dates as you use them.

Selecting the right periodical abstract or index to use for your research topic is very important. They are listed in the card catalog under the general subject they cover and then under the subheading of:

"--ABSTRACTS", "--INDEXES", or "--BIBLIOGRAPHY."

For example Chemical Abstracts can be found by looking under:

CHEMISTRY--ABSTRACTS or CHEMISTRY--BIBLIOGRAPHY

Psychological Abstracts is listed under the subject heading of:

PSYCHOLOGY--ABSTRACTS

Because the CSUS Library has over 300 indexing and abstracting services, the **easiest** way to identify the **best** abstract to use is to ask at the Information Desk on the appropriate subject floor. The librarian will direct you to the most suitable tool for your search.

Some of the most widely used abstracts are described below:

Biological Abstracts. Philadelphia, PA: BioScience Information Service, (BIOSIS), 1926-
uncataloged (First floor Index Alcoves)

Over 9,000 journals from 100 countries are regularly covered in this international list of biological materials. Computer indexing allows extensive key word access to abstracts, as well as author and generic indexes.

Chemical Abstracts. Columbus, Ohio: American Chemical Society, 1907-
ref QDZ 5523 A5 (First floor Index Alcoves)

This international abstracting service covers over 14,000 chemistry periodicals and conference publications in 50 languages. The abstracts are indexed in many ways, such as subject, author, ring system, and formula.

Current Index to Journals in Education (CIJE). Phoenix, AZ: Oryx Press, 1969-
ref LZ 5813 C8 (Third floor Index Area)

CIJE is a monthly guide to approximately 780 periodicals and is the most comprehensive index in the field of education. It is sponsored by the Educational Resources Information Center (ERIC) clearinghouse system, part of the U. S. Department of Education.

Dissertation Abstracts International. Ann Arbor, Mich: Uninversity Microfilms International, 1938-
ref LBZ 5055 U49 D5 (Third floor Index Area)

Doctoral dissertations from hundreds of American and foreign universities are listed in this catalog. The service provides summaries of research across all disciplines. A cumulated author and subject index, without abstracts, covers dissertations back to 1861.

Psychological Abstracts. Lancaster, PA: American Psychological Association, 1927-
ref BF 1 P65 (Third floor Index Area)

This bibliography provides signed abstracts of journal articles, technical reports and scientific documents in psychology, neurology and related fields.

Resources in Education (RIE). Phoenix, AZ: Oryx Press, 1969-

ref LBZ 5814 R4 U5 (Third floor Index Area)

Unlike most abstracts, this service primarily covers reports **not published** in journals. The complete ERIC reports are housed in the microform area on the third floor, filed by the ED number provided in the abstract.

Sociological Abstracts. San Diego, CA: Sociological Abstracts, Inc., 1953-
ref HM 1 S67 (Fourth floor Index Area)

Provides abstracts for international periodicals, book reviews and conference papers of interest in sociology, anthropology and social work.

Most indexes and abstracting services contain a section describing how to use them. If something appears confusing, a quick look through this section often clarifies the citation. While each abstract has its own intricacies and special quirks, they follow the same general format and once you master one you can usually use those same skills to use others.

Some abstracts come with an accompanying subject heading list known as a **thesaurus.** These have the same function of providing a list of authorized subject headings and cross references as the does the Library of Congress Subject Headings for the card catalog. Be sure to ask the librarian at the Information Desk if the abstract you are using has a thesaurus.

LOCATING PERIODICALS USING THE CSUS DIRECTORY OF PERIODICALS

Once you have found a citation to an article on your subject by using an index or an abstract, the next step in your search should be to determine whether or not the journal cited is owned by this library. The University Library has over 13,000 periodical titles; however, many more than that are indexed in the abstracts and periodical indexes available on each subject floor. To enable you to eliminate searching for items not owned, the Library publishes the Directory of Periodicals, an annual alphabetical list of the 13,000 titles we do have at CSUS. Any item not found may be requested through the Inter-library Loan Office on the main floor.

Copies of the Directory of Periodicals are located at the Card Catalog Information Desk and at each Information Desk in the Library. The following information is given for each title in the Directory:

* **subjects which may be covered by this title**
* **frequency of publication**
* **volumes and years available in this Library**
* **format (paper and/or microform)**
* **floor location (see sample entry, Figure 18)**

Periodicals are arranged alphabetically by title in sections marked **PERIODICALS** on the designated floor. Periodicals in microform are filed by title in fiche and film cabinets in the Media Services Center.

Figure 20 shows that the periodical, Newsweek will be found in two places:

* Microfilm and microfiche are located in the microform area of the Media Services Center on the third floor

* Bound volumes and current issues are located in the PERIODICALS section, fourth floor, alphabetically by title

NEWSWEEK.
Subjects ...General Interest Periodicals--United States ...Political Science
Published Weekly

Library has V. 13(1939)-74(1969). Current issues until replaced by microfiche. Current issue in browsing area.
Located in the PERIODICAL collection on the .....4th Floor

Additional library holdings: V. 13(1939)-Current.
Located in the PERIODICAL collection on the .....4th Floor

Additional library holdings: [Microfiche]
V. 75(1970)-Current.
Located in the MICROFICHE/CARD collection on the .....3rd Floor

Figure 20: An entry from the Directory of Periodicals.

The Subject Directory of Periodical Holdings will be found near the Directory of Periodicals. The information in the subject directory is arranged by subject content of the periodical. Otherwise, it contains the same information as the Directory of Periodicals. The subjects listed are in very general categories, so to be sure you are looking under the correct heading you must use the blue pages in the front of the book. These blue pages serve as a table of contents and give cross references to correct headings. Notice the directory arranges the periodicals by the subjects they cover but does not refer you to individual journal articles. A sample entry is shown in Figure 21.

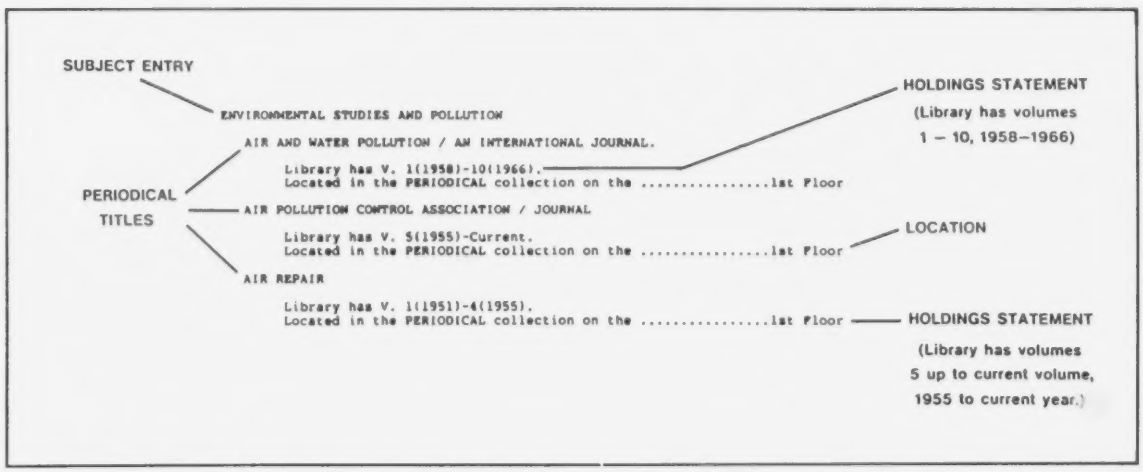

SUBJECT ENTRY
ENVIRONMENTAL STUDIES AND POLLUTION
AIR AND WATER POLLUTION / AN INTERNATIONAL JOURNAL.
Library has V. 1(1958)-10(1966).
Located in the PERIODICAL collection on the .....1st Floor
HOLDINGS STATEMENT
(Library has volumes 1 – 10, 1958–1966)
PERIODICAL TITLES
AIR POLLUTION CONTROL ASSOCIATION / JOURNAL
Library has V. 5(1955)-Current.
Located in the PERIODICAL collection on the .....1st Floor
LOCATION
AIR REPAIR
Library has V. 1(1951)-4(1955).
Located in the PERIODICAL collection on the .....1st Floor
HOLDINGS STATEMENT
(Library has volumes 5 up to current volume, 1955 to current year.)

Figure 21: An entry from the Subject Directory of Periodical Holdings.

Other specialized directories of CSUS periodicals are available. These lists are sorted by language, country of origin or chronologically by decade of publication. Ask at the Information Desks if you need one of these specialized directories.

Periodicals may not be checked out of the Library, however, copy machines are available on each floor and in the Copy Center. Microform reader/printers in the Media Services Center allow you to make photocopies of microform materials.

*** Use your answer sheet to complete Unit 3: Part 1 ***
*** of Assignment 3. ***

UNIT 3: PART 2

NEWSPAPERS AND NEWSPAPER INDEXES

OBJECTIVES

After completing this part of Unit 3, you will be able to:

* **Identify the page, column, and title of a newspaper article using the New York Times Index given a subject and date.**
* **Identify the newspaper, date, page and column of an article using National Newspaper Index given the subject and title.**
* **Identify the newspaper, date and title of an article using NewsBank Index given a subject and geographical location.**

Newspapers are an excellent source for information on current events of local, national and international interest. Newspapers provide historical information for research and give the researcher the flavor of people's feelings at the time of a particular event.

Major newspapers such as the New York Times, Wall Street Journal, and the Los Angeles Times tend to cover events from a broad regional or national point of view. If you wish to obtain information presenting a small regional or local point of view, use NewsBank Index which indexes several regional newspapers.

The New York Times offers extensive coverage of current political, social, scientific and cultural events. You can find the complete text of major speeches and significant documents in the New York Times. Reviews of books, plays, movies and art events are provided. Biographical information is often more extensive and current than biographical material found in other sources.

The Library has a modest collection of national and international newspapers. They are listed under the heading "NEWSPAPERS" in the Subject Directory of Periodical Holdings. The current two to three months of English language newspapers are kept on the fourth floor. Current issues of foreign language newspapers are on the fifth floor. Past issues of newspapers are in the microform area of the Media Services Center, third floor northeast.

NEWSPAPER INDEXES

Indexes to several major newspapers are found on index tables in the Media Services Center. The best method for searching for information in newspapers is by subject. The New York Times Index is one of the most complete indexes.

New York Times Index. New York: New York Times, 1851-

Media ref AI 21 N44 (Third floor Microforms Area)

The subject index gives an exact reference to a date, page, and column as well as many cross references to names and related topics. It can be used to verify dates of recent or historical events. Once a date is confirmed, reports in other unindexed newspapers for that same time period can be read as well. Often the synopsis or abstract in the index will provide enough information to answer your question, and you will not have to consult the newspaper. See Figure 22.

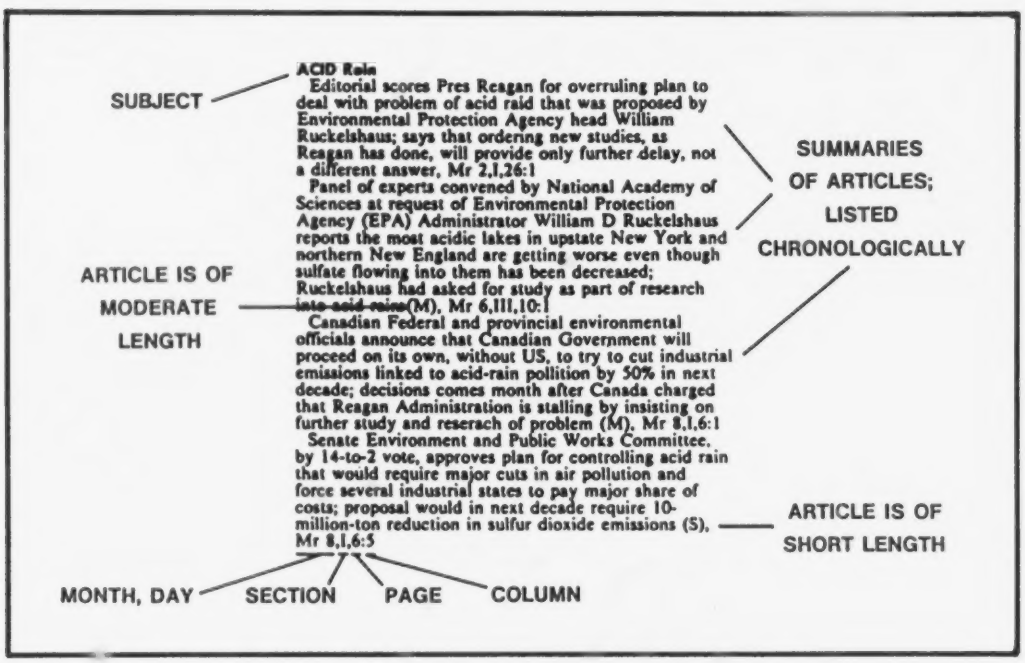

SUBJECT
ACID Rain
Editorial scores Pres Reagan for overruling plan to deal with problem of acid raid that was proposed by Environmental Protection Agency head William Ruckelshaus; says that ordering new studies, as Reagan has done, will provide only further delay, not a different answer, Mr 2,I,26:1
Panel of experts convened by National Academy of Sciences at request of Environmental Protection Agency (EPA) Administrator William D Ruckelshaus reports the most acidic lakes in upstate New York and northern New England are getting worse even though sulfate flowing into them has been decreased; Ruckelshaus had asked for study as part of research into acid rain(M), Mr 6,III,10:1
Canadian Federal and provincial environmental officials announce that Canadian Government will proceed on its own, without US, to try to cut industrial emissions linked to acid-rain pollition by 50% in next decade; decisions comes month after Canada charged that Reagan Administration is stalling by insisting on further study and reserach of problem (M), Mr 8,I,6:1
Senate Environment and Public Works Committee, by 14-to-2 vote, approves plan for controlling acid rain that would require major cuts in air pollution and force several industrial states to pay major share of costs; proposal would in next decade require 10-million-ton reduction in sulfur dioxide emissions (S), Mr 8,I,6:5
SUMMARIES OF ARTICLES; LISTED CHRONOLOGICALLY
ARTICLE IS OF MODERATE LENGTH
ARTICLE IS OF SHORT LENGTH
MONTH, DAY
SECTION
PAGE
COLUMN

Figure 22. Sample entry from the New York Times Index. Copyright © 1984 by the New York Times Company. Reprinted by permission.

National Newspaper Index. Belmont, California: Information Access Corporation. 1979-
Microfilm reader (Third floor Microform Area and fouth floor Index Area.)

Indexes five "national" newspapers including the Wall Street Journal, New York Times, Christian Science Monitor, Washington Post, and Los Angeles Times. Articles are listed alphabetically by subject. Addresses and speeches by individuals are indexed under the names of those individuals. Self-contained in a microfilm reader, this index covers the past three years and is updated monthly. Back files to 1979 are available in microfiche for some of the newspapers. See Figure 23.

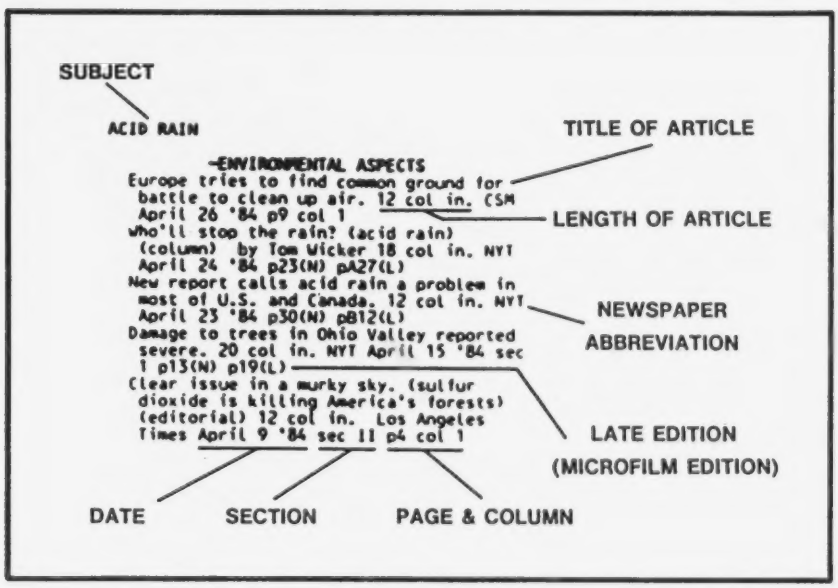

SUBJECT
ACID RAIN
TITLE OF ARTICLE
-ENVIRONMENTAL ASPECTS
Europe tries to find common ground for battle to clean up air. 12 col in. CSM April 26 '84 p9 col 1
LENGTH OF ARTICLE
who'll stop the rain? (acid rain) (column) by Tom Wicker 18 col in. NYT April 24 '84 p23(N) pA27(L)
New report calls acid rain a problem in most of U.S. and Canada. 12 col in. NYT April 23 '84 p30(N) pB12(L)
NEWSPAPER ABBREVIATION
Damage to trees in Ohio Valley reported severe. 20 col in. NYT April 15 '84 sec 1 p13(N) p19(L)
Clear issue in a murky sky. (sulfur dioxide is killing America's forests) (editorial) 12 col in. Los Angeles Times April 9 '84 sec II p4 col 1
LATE EDITION (MICROFILM EDITION)
DATE
SECTION
PAGE & COLUMN

Figure 23. Entry from National Newspaper Index. Copyright © 1984 by Information Access. Reprinted by permission of the publisher.

Newspaper Index: Los Angeles Times. Wooster, Ohio: Newspaper Indexing Center, Bell & Howell, 1972-
Media ref AI 21 L63 (Third floor Microforms Area)

Index is in two parts: (1) subjects, and (2) personal names. The entries are brief and usually give you only information on the date, section, page and column needed to identify the article. See Figure 24.

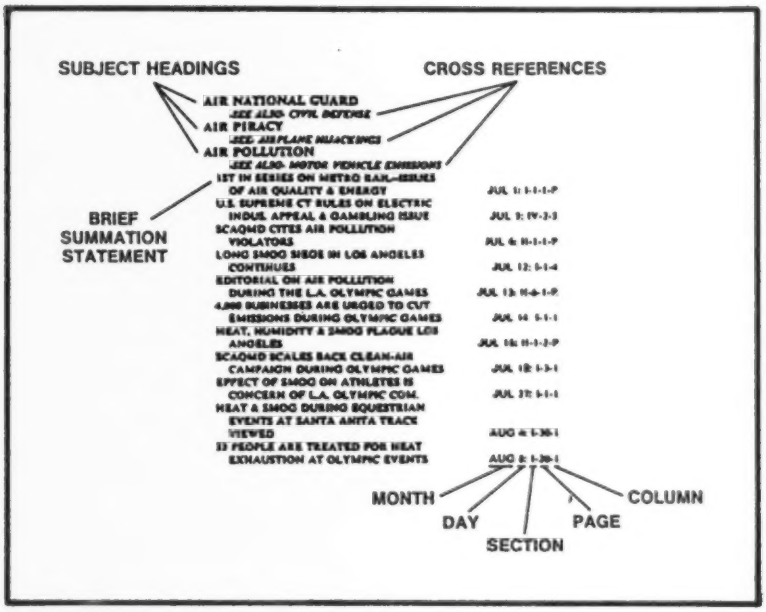

SUBJECT HEADINGS
CROSS REFERENCES
AIR NATIONAL GUARD
SEE ALSO CIVIL DEFENSE
AIR PIRACY
SEE AIRPLANE HIJACKINGS
AIR POLLUTION
SEE ALSO MOTOR VEHICLE EMISSIONS
1ST IN SERIES ON METRO RAIL--ISSUES OF AIR QUALITY & ENERGY
U.S. SUPREME CT RULES ON ELECTRIC INDUS. APPEAL & GAMBLING ISSUE
SCAQMD CITES AIR POLLUTION VIOLATORS
LONG SMOG SIEGE IN LOS ANGELES CONTINUES
EDITORIAL ON AIR POLLUTION DURING THE L.A. OLYMPIC GAMES
4,000 BUSINESSES ARE URGED TO CUT EMISSIONS DURING OLYMPIC GAMES
HEAT, HUMIDITY & SMOG PLAGUE LOS ANGELES
SCAQMD SCALES BACK CLEAN-AIR CAMPAIGN DURING OLYMPIC GAMES
EFFECT OF SMOG ON ATHLETES IS CONCERN OF L.A. OLYMPIC COM.
HEAT & SMOG DURING EQUESTRIAN EVENTS AT SANTA ANITA TRACK VIEWED
23 PEOPLE ARE TREATED FOR HEAT EXHAUSTION AT OLYMPIC EVENTS
BRIEF SUMMATION STATEMENT
MONTH
DAY
SECTION
PAGE
COLUMN

Figure 24. Sample entry from the Newspaper Index: Los Angeles Times. Reprinted with permission from Bell & Howell Company, copyright © 1984.

NewsBank Index. New Canaan, Connecticut: NewsBank, Inc. 1975-
Microfiche Guide 753 (Third floor Microform Area)

NewsBank Index is the paper copy index to the microfiche collection of NewsBank. The call number for the microfiche is the same as the index. The microfiche are filed in cabinets nearby. NewsBank Index covers newspapers from over 100 U. S. cities. Articles are selected from socio-economic, political and scientific fields and are arranged alphabetically by subject. The microfiche collection is divided into broad categories such as, Education, Environment, Welfare and Social Problems. The index first lists the subject, often followed by subheadings, then lists the geographic location of the event. Abbreviations are given for the microfiche category followed by the microfiche location for the complete article. Most articles on the microfiche are identified by the geographic location of the newspaper. See Figure 25.

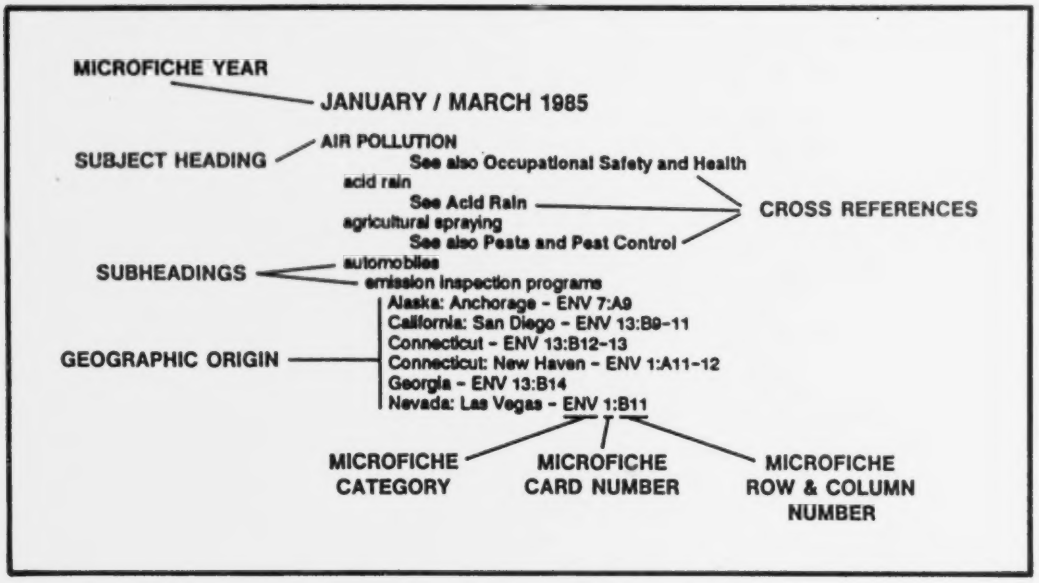


Figure 25. Sample entry from NewsBank Index. Copyright © 1985 by NewsBank, inc. Reprinted by permission of the publisher.

Other newspaper indexes located in the Media Services Center microforms area are the Washington Post Index, Newspaper Index: USA Today, The Times (London) Index, Newspaper Index: San Francisco Chronicle, and Newspaper Index: Christian Science Monitor. Also located in media is the California News Index which indexed several California newspapers for a brief period of time, July 1970-1975. The only printed newspaper index not housed in this area is the Wall Street Journal Index which is kept with the business indexes on the fourth floor.

In 1984 the Sacramento Bee became available as a full-text database and is searched on-line through a company called VU/TEXT. This service is currently available through the CRS Center for a fee. The only other index that exists for the Sacramento Bee is the microfilm index that covers events from 1895 to 1935.

*** Use your answer sheet to complete Unit 3: Part 2 ***
*** of Assignment 3. Deposit your completed ***
*** answer sheet at designated location. ***

UNIT 4: PART 1

EVALUATING SOURCES

OBJECTIVES

Unit 4 will help you to make critical decisions about the materials you gather in the process of researching a topic. You will be able to:

* **Determine which elements of a catalog card are helpful in evaluating the potential usefulness of a book.**
* **Identify methods to use in evaluating a particular book or author.**
* **Use biographical indexes to find information about particular authors or individuals.**
* **Use book review indexes to find a book review, given the author and title of the book.**

Whether your assignment is a one-page paper or a major thesis, locating information from sources appropriate to your needs is only part of the search process. You should evaluate the relevancy and suitability of both the sources and the information itself for the topic you are researching. Some evaluations can be made when you start your search process in the card catalog and the periodical indexes; other evaluations must wait until you've gathered together the actual materials you plan to use. The first part of this unit explains some of the methods for evaluating the sources and the information.

CARD CATALOG

The catalog card is a good place to start your evaluation process, so look at Figure 15 and review the explanations given on page 33.

Currency: When you find a title that seems to fit your research topic, look at the birth and death dates following the author's name. If you want only current material, then information presented by an author living in the early twentieth century would not be relevant. If there is no listed author, you can still check for currency by looking at the publication date. For example, if your research topic is "Water pollution," material published before the 1950's or 1960's is not likely to contain information on the dumping of toxic wastes into our drinking water.

References: The "Notes" statement on the catalog card lists extra features such as bibiliographies and indexes. Works containing an index or a bibliography can provide you with additional sources to expand your research. The tracings at the bottom of the main entry card can lead you to related subject headings. Use those subject headings to search the card catalog for additional information on your topic and continue to apply the evaluation process to each item you find.

BOOKS

When you determine from the catalog card that a particular book appears to contain information on your topic, locate the book and continue your evaluation process by skimming through the book and considering the following factors.

Coverage: Does the book contain information appropriate for your topic? The table of contents gives a broad view of the material covered; the index lists more specific information; a bibliography lists additional resources. The preface and/or introduction may offer additional information and background on the topic and the author(s).

Level: What is the level of coverage and is it appropriate for your research? By scanning the same items mentioned above and by reading some random passages in the text, decide whether the coverage is too elementary, too technical, too advanced, or just right for your needs.

Publishing History: Look at the back of the title page on the "verso." The printing history of the book is usually given there. Does the publisher of the book appear to be well-established? If a book is in its eight or even fifteenth edition, you may be certain that it has become a standard source in that subject field, and is considered very reliable.

Learning to make these kinds of evaluations early in your searching will aid you in eliminating irrelevant information.

After you have decided on materials that appear relevant to your research needs, you may still need to determine the value of those sources. Is the author well known in the field? What are the author's credentials, for example, education, background experience, and other writings? Have other experts critically examined the writings of this author?

These questions may not be answered by the evaluation you have already completed but there are two sources in the University Library that will help: biographies and book reviews.

BIOGRAPHICAL SOURCES

It is often important to determine the background of the authors writing in the field you are researching. In advanced courses, your instructor may ask you to defend the reliability of your sources. You can make judgments on the qualifications of those sources by learning something about the authors through examining biographical information.

Biographical sources vary in the amount of detail provided. Some give only such basic data as birth and death dates, where the person was educated, present position, list of publications, association affiliations, and address. Other sources may provide long articles describing the person's entire life, character, philosophy and accomplishments. The Humanities Information Desk has a one-page bibliography entitled, "How to Find Information About Authors", which may prove helpful. In addition you may:

* Look in the card catalog for full-length biographies about major figures. Materials about a person will be found filed under the person's last name.

* Look in the card catalog under your subject headings with the terms "Biography" and "Directories" as subheadings. They can be used as subdivisions following names of countries, cities, and professions, as seen below:

  SACRAMENTO (CALIF.)--BIOGRAPHY
  SCIENTISTS, AMERICAN--DIRECTORIES
  TEACHERS--UNITED STATES--BIOGRAPHY
  UNITED STATES--BIOGRAPHY

* Find biographical information on prominent persons from many countries in encyclopedias.

* Use biographical indexes. Many indexes list biographical information but it is more efficient to search those indexes that focus only on biographical materials. Three major indexes are listed below with sample entries. One of those indexes, Biography Index, was mentioned in the unit on periodical indexes.

Biography Index. New York: H.W. Wilson, 1947-

ref CTZ 5301 B5 (Third, fourth and fifth floor Index Areas)

Covers all types of biographical material published in English language books and periodicals including obituaries of national and international interest from the New York Times. The index has two sections: an alphabetical list by name giving dates, nationality, occupation or profession, and an alphabetical index by professions and occupations. See Figure 26.

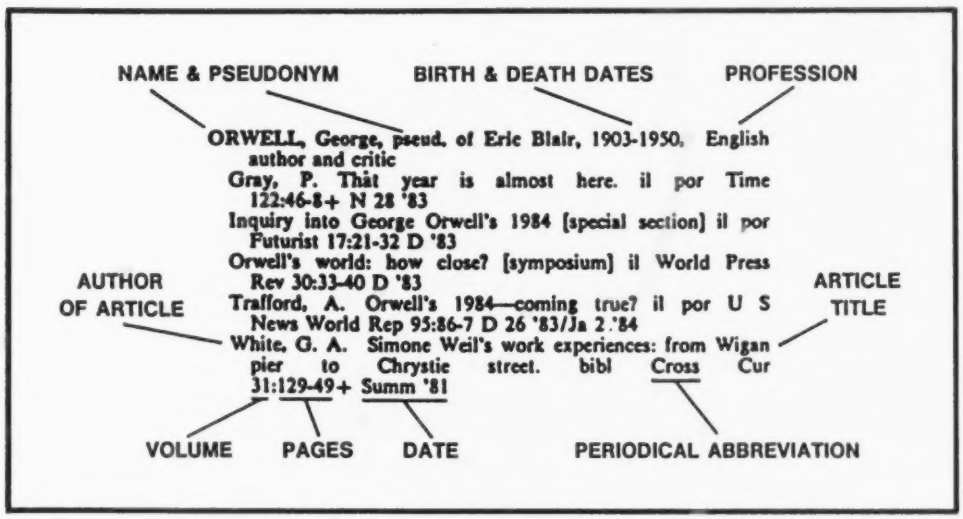

NAME & PSEUDONYM
BIRTH & DEATH DATES
PROFESSION
ORWELL, George, pseud. of Eric Blair, 1903-1950, English author and critic
Gray, P. That year is almost here. il por Time 122:46-8+ N 28 '83
Inquiry into George Orwell's 1984 [special section] il por Futurist 17:21-32 D '83
Orwell's world: how close? [symposium] il World Press Rev 30:33-40 D '83
AUTHOR OF ARTICLE
ARTICLE TITLE
Trafford, A. Orwell's 1984—coming true? il por U S News World Rep 95:86-7 D 26 '83/Ja 2 '84
White, G. A. Simone Weil's work experiences: from Wigan pier to Chrystie street. bibl Cross Cur 31:129-49+ Summ '81
VOLUME
PAGES
DATE
PERIODICAL ABBREVIATION

Figure 26. Sample entry from Biography Index. Biography Index Copyright © 1984 by The H.W. Wilson Company. Material reproduced by permission of the publisher.

Biography and Genealogy Master Index. Detroit: Gale Research, 1980, plus supplements.
ref CTZ 5305 U5 B56 (Second and fourth floor Index Areas)

Indexes entries in approximately 500 current and retrospective biographical dictionaries. Although emphasis is on the United States, individuals from foreign countries and all centuries are included. Entries are arranged alphabetically by the person's last name and are followed by the years of birth or death. If there is no year of birth, death date is preceded by a lower case "d." The codes for the books indexed follow the dates. A detailed explanation of the codes is found in the front of the index. The codes consist of an abbreviation for the title of the biographical source and frequently a reference to the edition number, volume number, or year covered by the index. The index is updated by supplements. See Figure 27.

The **"AmM & WS 82P"** in Figure 27 indicates that biographical information on William Edwards Deming is located in the 1982 edition of American Men and Women of Science: Physical and Biological Sciences. See Figure 28 for a copy of the entry from American Men and Women of Science.

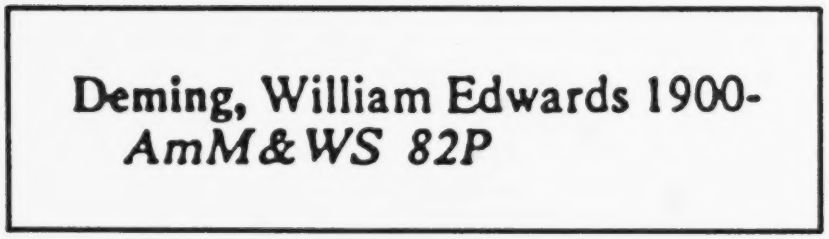


Figure 27. Selected entry from Biography and Genealogy Master Index: 1983 Supplement, vol.1, p.330, edited by Miranda C. Herbert and Barabara McNeil. Copyright © 1983 by Gale Ressearch Company. Reprinted by permission of the publisher.

DEMING, WILLIAM EDWARDS, b Sioux City, Iowa, Oct 14, 00; m 32; c 3. MATHEMATICAL STATISTICS. *Educ:* Univ Wyo, BS, 21; Univ Colo, MS, 24; Yale Univ, PhD(physics), 28. *Hon Degrees:* LLD, Univ Wyo, 58. *Prof Exp:* Instr elec eng, Univ Wyo, 21-22; from instr to asst prof physics, Colo Sch Mines, 22-24; asst prof, Univ Colo, 24-25; instr, Yale Univ, 25-27; from asst physicist to physicist, Bur Chem & Soils, USDA, 27-39; head mathematician & math adv, US Bur Census, 39-46; prof statist, 46-76, EMER PROF STATIST, NY UNIV, 76- STATIST CONSULT, 48- *Concurrent Pos:* Spec lectr, Bur Standards, 30-41; head dept math & statist, USDA Grad Sch, 33-53; adv sampling, US Bur Budget, 45-53; consult to various countries, 40-; lectr, Univ Kiel, Inst Social Res, Frankfurt, Tech Acad, Wuppertal-Elberfeld, Nürnberg Tech Univ & Australian Inst Econ Res, Vienna, 53. *Honors & Awards:* Shewhart Medal, Am Soc Qual Control, 56; Second Order of the Sacred Treasure, Emperor Japan, 60. *Mem:* AAAS; Math Asn Am; fel Am Statist Asn (vpres, 41); fel Inst Math Statist (pres, 45); Opers Res Soc Am. *Res:* Fundamentals of statistical inference; statistical logic in administration; applications in demography, sociology, medicine and industry; statistical theory of failure; application to depreciation; application to complex apparatus; schizophrenia. *Mailing Add:* 4924 Butterworth Pl Washington DC 20016

Figure 28. Sample entry from American Men and Women of Science: Physical and Biological Sciences. Reprinted from American Men and Women of Science: Physical and Biological Sciences with permission of the R.R. Bowker Company. Copyright © 1982 by Xerox Corporation.

After studying this entry and noting William Edwards Deming's educational background and experience in research, you may assume he is qualified to write about mathematical statistics. If you wanted documentation on the associations to which he belongs, you could check on the associations listed in the entry by looking for each one in the Encyclopedia of Associations (ref HS 17 G3).

BOOK REVIEW SOURCES

When you have gathered information on your topic from several sources, you may need to evaluate that information before including it in your paper. Reading reviews of the books that you have consulted is an excellent way of evaluating the information you have gathered. Do reviewers consider the information valid and well researched, or do they suggest the information is questionable and unsupported by evidence? If your paper is a critical analysis of a literary work, book reviews will allow you to compare your criticism or interpretation with others. There is a difference between evaluating information and comparing interpretations. An expert's evaluation of information in a particular field should be reliable; a scholar's interpretation of a literary work has considerable weight but it is an interpretation and your own interpretation may also be valuable. Don't assume that your interpretation is incorrect solely because it differs from the reviewer's interpretations.

Book reviews appear in magazines, journals and newspapers, usually within several months or a year of the publication date of a book. When using book review sources, choose the volume that corresponds to the year of publication. It is important to realize that not all books are covered in the reviewing media. The more prominent the author is, the more likely the book will be reviewed; however, don't expect to find Shakespeare's works reviewed. There are other sources for literary criticism for older works. Textbooks are usually not reviewed in general book reviewing sources.

To locate reviews, use the indexes which specialize in indexing book reviews. You can find book reviews in particular subject areas by consulting such indexes as the Art Index (ref NZ 5937 A 78), Humanities Index (ref AI 3 R492), or Social Sciences Index (ref AI 3 R494). The Humanities Information Desk has prepared a three page bibliography of both general and specialized book review sources. Pick up a copy at the kiosk on the fifth floor or ask a librarian to recommend others. This unit will discuss two widely used indexes: Book Review Digest and Book Review Index:

Book Review Digest. New York: H.W. Wilson Company, 1905-

ref Z 1035 A1 B56 (Fourth and fifth floor Index Areas)

Serves as both a digest and an index of selected book reviews in about 75 English and American periodicals. A non-fiction work must have received two or more reviews, a fiction work four or more reviews before it is selected for inclusion. The main index is the alphabetical list by author with a brief descriptive note about the book and quotations from selected reviews. Citations to the reviewing periodicals list length of the review in number of words. There are also subject and title indexes which direct you to the author index. See Figure 29.

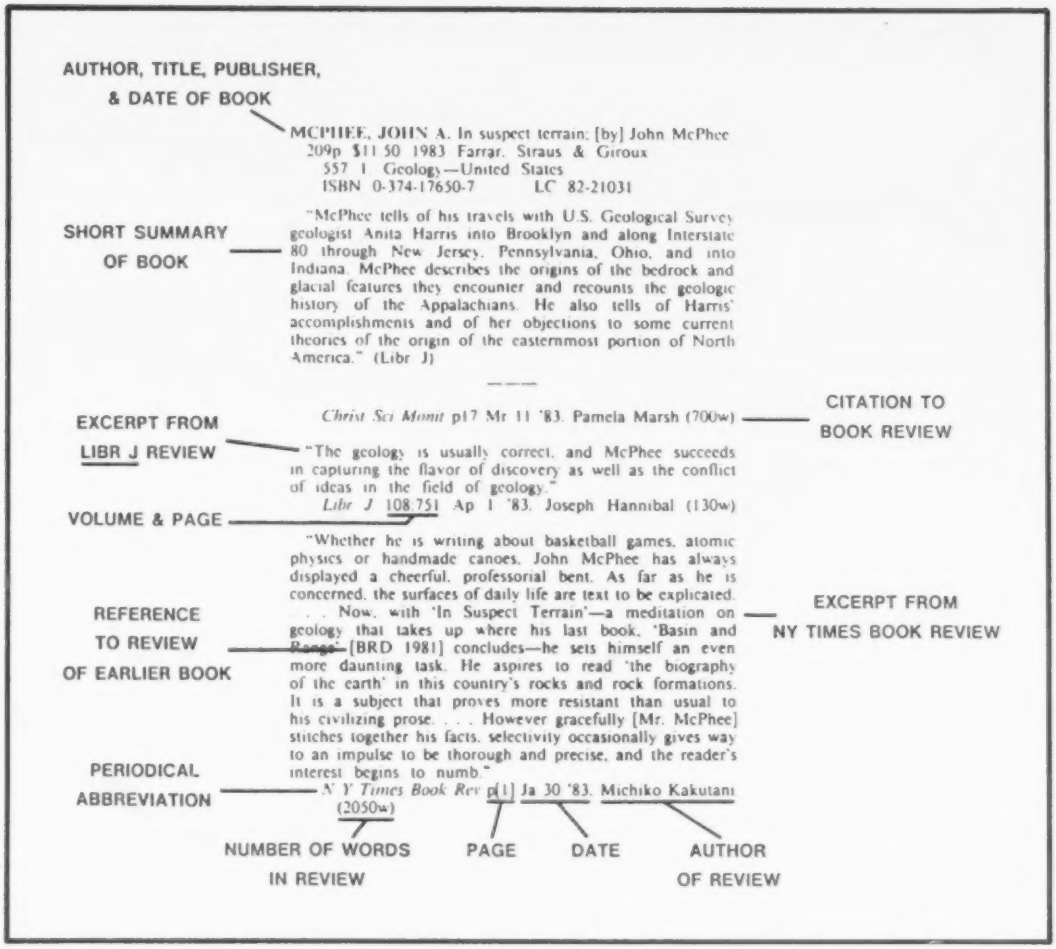

AUTHOR, TITLE, PUBLISHER, & DATE OF BOOK
MCPHEE, JOHN A. In suspect terrain; [by] John McPhee 209p $11.50 1983 Farrar, Straus & Giroux 557 1 Geology—United States ISBN 0-374-17650-7 LC 82-21031
SHORT SUMMARY OF BOOK
"McPhee tells of his travels with U.S. Geological Survey geologist Anita Harris into Brooklyn and along Interstate 80 through New Jersey, Pennsylvania, Ohio, and into Indiana. McPhee describes the origins of the bedrock and glacial features they encounter and recounts the geologic history of the Appalachians. He also tells of Harris' accomplishments and of her objections to some current theories of the origin of the easternmost portion of North America." (Libr J)
EXCERPT FROM LIBR J REVIEW
Christ Sci Monit p17 Mr 11 '83. Pamela Marsh (700w)
CITATION TO BOOK REVIEW
"The geology is usually correct, and McPhee succeeds in capturing the flavor of discovery as well as the conflict of ideas in the field of geology."
Libr J 108:751 Ap 1 '83. Joseph Hannibal (130w)
VOLUME & PAGE
"Whether he is writing about basketball games, atomic physics or handmade canoes, John McPhee has always displayed a cheerful, professorial bent. As far as he is concerned, the surfaces of daily life are text to be explicated. . . . Now, with 'In Suspect Terrain'—a meditation on geology that takes up where his last book, 'Basin and Range' [BRD 1981] concludes—he sets himself an even more daunting task. He aspires to read 'the biography of the earth' in this country's rocks and rock formations. It is a subject that proves more resistant than usual to his civilizing prose. . . . However gracefully [Mr. McPhee] stitches together his facts, selectivity occasionally gives way to an impulse to be thorough and precise, and the reader's interest begins to numb."
EXCERPT FROM NY TIMES BOOK REVIEW
REFERENCE TO REVIEW OF EARLIER BOOK
PERIODICAL ABBREVIATION
N Y Times Book Rev p[1] Ja 30 '83. Michiko Kakutani (2050w)
NUMBER OF WORDS IN REVIEW
PAGE
DATE
AUTHOR OF REVIEW

Figure 29. Sample entry from Book Review Digest. Book Review Digest Copyright © 1983, 1984 by The H. W. Wilson Company. Material reproduced by permission of the publisher.

Book Review Index. Detroit: Gale Research Company, 1965-

ref Z 1035 A1 B6 (First, fourth and fifth floor Index Areas)

Indexes reviews in approximately 200 publications. Reviews are primarily in the fields of the humanities and social sciences; general fiction and non-fiction for adults, young adults and juveniles are reviewed. Alphabetical list by author, with abbreviated citations. A book does not have to be reviewed a specific number of times to be included in this index. See Figure 30.

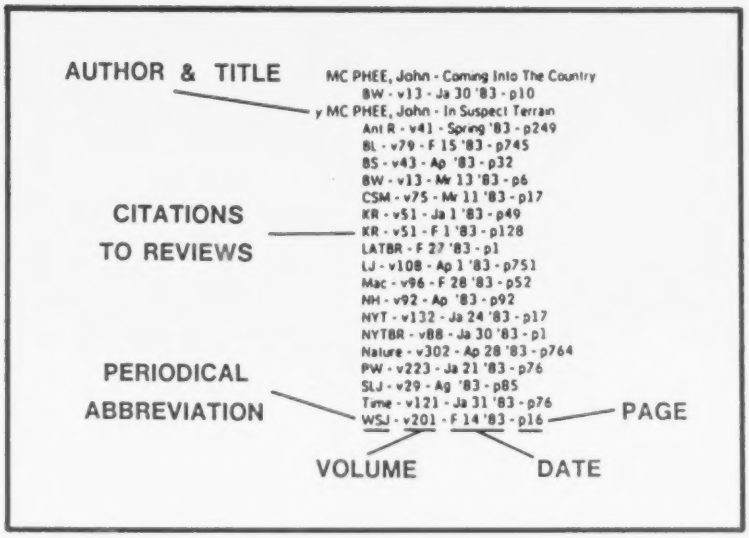

AUTHOR & TITLE
MC PHEE, John - Coming Into The Country
BW - v13 - Ja 30 '83 - p10
y MC PHEE, John - In Suspect Terrain
Ant R - v41 - Spring '83 - p249
BL - v79 - F 15 '83 - p745
BS - v43 - Ap '83 - p32
BW - v13 - Mr 13 '83 - p6
CSM - v75 - Mr 11 '83 - p17
CITATIONS
KR - v51 - Ja 1 '83 - p49
TO REVIEWS
KR - v51 - F 1 '83 - p128
LATBR - F 27 '83 - p1
LJ - v108 - Ap 1 '83 - p751
Mac - v96 - F 28 '83 - p52
NH - v92 - Ap '83 - p92
NYT - v132 - Ja 24 '83 - p17
NYTBR - v88 - Ja 30 '83 - p1
Nature - v302 - Ap 28 '83 - p764
PW - v223 - Ja 21 '83 - p76
PERIODICAL
SLJ - v29 - Ag '83 - p85
ABBREVIATION
Time - v121 - Ja 31 '83 - p76
WSJ - v201 - F 14 '83 - p16
PAGE
VOLUME
DATE

Figure 30. Selected entry from Book Review Index: 1983 Supplement, edited by Gary C. Tarbert (copyright © 1983, 1984 Gale Research Co.; reprinted by permission of the publisher), 1984, p 348.

EVALUATING PERIODICAL SOURCES

We have discussed how to evaluate the information you gather and how to find out about the credentials of authors. One more evaluation often needs to be made. Is the periodical you are using suitable for the type of information you need? Periodicals generally fall into one of three types: general information, trade/business specific, and scholarly. A good source for evaluating periodicals is Magazines for Libraries:

> Magazines for Libraries. New York: Bowker, 1969-
>
> ref PNZ 6945 K3 (Fifth floor Reference Area)
>
> A classified, annotated guide to magazines in major, and a few minor subject areas. Included in the annotation is an indication of those indexes in which each magazine is indexed and the audience for whom magazine is best suited. Each magazine is ranked according to "reference value and judgment value."

Whenever your instructor insists that you use a **scholarly journal** but fails to provide you with a list of acceptable titles, you should keep in mind some characteristics that distinguish these from more general periodicals. Scholarly journals usually:

* are published by a learned society or professional association
* publish original research or announce research in progress
* are issued quarterly or monthly rather than weekly
* publish articles that are judged or "refereed" by a panel of experts before they are selected for publication
* contain significantly less advertisements than popular titles
* publish articles that include bibliographies and footnotes/endnotes

*** Use your answer sheet to complete Unit 4: Part 1 ***
*** of Assignment 4. ***

UNIT 4: PART 2

RESEARCH STRATEGIES

OBJECTIVES

When you have completed this part of Unit 4, you will be able to:

* **Identify the steps necessary to plan and implement a strategy for library research**

* **Narrow your research topic**

* **Identify the essential components from catalog cards and periodical indexes or abstracts that are necessary to construct a bibliography**

This handbook has given you many guidelines to assist you in formulating an efficient search strategy which can then be applied to writing reports, term papers, speeches and theses. Unit 1 aided you in locating and checking out materials. Unit 2 discussed some basic search approaches, introduced you to information available on catalog cards, and suggested how encyclopedias could help you. In Unit 3 you learned about periodical and newspaper indexes and abstracts. The first part of Unit 4 introduced you to several sources that will aid you in evaluating the information you gather on a topic. In this final part, you will discover how to use these guidelines to structure a **search strategy.** A search strategy is a plan to aid you in economically achieving a search goal. The paper you write as a result of your search strategy should clearly express facts and ideas and accurately document sources. The key to writing a good paper is preparation.

Your preparation must begin with the selection of a broad topic which interests you and is within the scope of your assignment. Your next step will be to obtain background information. Such information should include facts, trends, concepts, and terminology. Consult a general encyclopedia for an overview article as an introduction to your subject. If you need specialized subject information, consult subject encyclopedias. In addition to an introduction to your subject, the encyclopedia article will give you terminology for developing search terms, or **subject headings**, to use in the card catalog. Remember you will often find useful references to other source material at the end of these articles in the bibliography.

Review the list of reference sources on page 24 in Unit 2: Part 1. Notice that "handbooks" are guides to specific subjects, that "dictionaries" define terms, and that "bibliographies" are references to further readings on a topic. Each subject heading you use in the card catalog may have a subdivision for dictionaries, handbooks or bibiliographies. Look in the card catalog under your subject. You may find these specialized references conveniently identified for you as in the example that follows:

DRAMA--HANDBOOKS, MANUALS, ETC.
DRAMA--DICTIONARIES
DRAMA--BIBLIOGRAPHY

You will find that your textbook or any general survey book on your subject will provide you with additional background information. The bibliographies or lists of additional readings which may accompany these background sources are provided to help you expand your research. You may also contact persons who can offer you assistance in defining your topic: instructors, reference librarians, or other experts in the field.

Your next step will be to write down the concepts, facts, and terms you find in the sources you consult. This step will help you to narrow and define your topic more clearly. Remember the Library of Congress Subject Headings will also aid you in narrowing your topic. Note any related headings you may want to check and other subdivisions, if any, under your topic. To help you clarify your topic further, you will need to define the purpose of your paper; is it to persuade, to explain, to inform, or to interpret? This preliminary preparation will help you to write a tentative statement indicating the purpose of your paper.

Once you have completed your preliminary preparation by stating your purpose, defining your topic and deciding on your search terms, you can then start searching the card catalog, the periodical indexes and abstracts. If you prepare a list of titles based on your preliminary searching, your next step is to look for those titles in the card catalog. Check the tracings at the bottom of the main entry cards. If the subject headings you have chosen to search under are the same as those listed in the tracings, you will be on the right track! If there are different subject headings listed, be sure to jot them down and to add them to the list of search terms you will be checking.

You may want to review the catalog card "Explanatory Key" on page 33 in Unit 2: Part 2 to see what information on the cards can help you evaluate a book for your purpose. It is a good idea to keep your bibliography and notes on 3 x 5 cards, one citation to a card. It will be easier to put your cards in order by call number and/or by floor location. This will save time when you go to the various floors to collect or review your materials. Later, the cards can be rearranged for preparing your bibliography. Remember the essential components for your bibliography are all on the catalog card.

To find articles, news summaries, and essays on your topic, you must go to the newspaper and periodical indexes or abstracts. In many cases, you will be able to use the same search terms you used in the card catalog. **Always remember** to:

* copy down the full citation (name of periodical/newspaper, volume, page, issue date) from each index so you will have everything you need to construct your bibliography

* check the Directory of Periodicals to see if the library subscribes to that periodical or newspaper and where it is housed

* keep your information on cards to save time.

After following these steps you will be able to gather the books and articles from your searching. You can then start your preliminary research by skimming these books and articles. Check any of the bibliographies for additional sources. Using the evaluation guidelines you learned in Unit 4: Part 1, eliminate items that are obviously unsuitable. Read and organize the materials you decide are appropriate to your search and make a tentative outline of your paper. Consider whether you have enough information. If not, consider broadening your topic. If necessary, you will have to gather more information following the same procedures as before.

After completing all these steps you will then be ready to do your final organization and to write your paper. If you need help in structuring your paper and in compiling the bibliography, check a style manual. Your instructor may specify a particular style manual or you may select one of the general style manuals listed in the Library handout, "Style Manuals and Guides to Research and Writing". Style manuals are available at each of the Information Desks in the Library.

To review the steps in implementing a search strategy:

* Select a broad topic.
* Get background information.
* Narrow your topic
* Write a statement of purpose.
* Locate materials in the card catalog and indexes.
* Do preliminary organization and evaluation of your materials.
* Collect more information if needed.
* Do final organization.

These steps for organizing your research can be followed for any topic. They will assist you in writing a paper or in making an oral presentation. They will help to express your facts and ideas clearly and document your sources accurately.

*** Use your answer sheet to complete Unit 4: Part 2 ***
*** of Assignment 4. ***

GLOSSARY

abstract - a brief descriptive summary of the contents of a work, frequently a journal article accompanied by a citation to the original work.

bibliography - a list of works or documents that frequently appears at the end of a book or article which provides the reader with the sources used by the author, or recommended for further readings. For papers, the bibliography is a list of sources consulted during the preparation of that paper.

bibliographic description - the description of a book or other item, containing author, title, edition, publication details and physical description

call number - combination of letters and numbers that appears on the spine of a book and on the catalog card that identifies a particular item and indicates its location. The Library of Congress call number is made up of an alpha-numeric code that indicates the subject and author.

card catalog - a catalog in which 3x5 cards containing bibliographic descriptions of each item in the collection are filed.

catalog card - one of the cards in a card catalog containing a bibliographic description of material owned by the library.

circulation - the process by which an item is borrowed or checked out of the library and then returned.

citation - a reference to a particular work that provides enough information to find it; hence, a periodical citation provides: title of article, author, name of journal, volume, page and date.

classification system - a method used to group items by subject in a logical hierarchy. See also: Library of Congress Classification System and call number.

curriculum collection - material in Education which includes textbooks and media and curriculum guides for grades K-12.

dictionary catalog - a card catalog in which all entries (author, title, subject, etc.) are arranged together in one alphabet.

folio - designator for a large format book, usually over 15 inches high.

index - a systematic guide for accessing contents; hence, the card catalog serves as an index to library materials while an encyclopedia index lists topics it covers and the pages where the information appears. See also: periodical index.

juvenile collection - fiction and non-fiction books in Education with reading levels of pre-K to 12. Arranged by Dewey Decimal number.

librarian - a person with a masters degree in library science who has responsibilities which may include but are not limited to reference, management, book selection, library instruction, computer database searching, formulation of library policy and procedures, cataloging and acquisition of materials.

Library of Congress Subject Headings - a list of headings used by the Library of Congress to assign subjects to books. These headings are to be used when searching the card catalog. Cross references between headings are provided .

Library of Congress Classification System - A system that groups material by subject. It was developed and has been used at the Library of Congress since 1897, and is used by most large academic libraries.

media - material in various formats that carries information. Formats used in library include: audiocassette, slide, filmstrip, microform, and video. Films are obtained through University Media Services.

microfiche - a flat sheet of 4x6 photographic film containing microimages arranged in a grid pattern.

microfilm - film reels containing microimages.

microform - generic term applied to all formats of microreproduction on film or paper.

periodical - material published at regular intervals such as magazines or journals. Periodicals usually have sequential volume and issue numbers as well as a date.

periodical index - an index to a group of periodicals which provides a citation to specific articles, usually arranged by subject.

quarto - a slightly oversize book, generally measuring 12 to 15inches high.

reference collection - a collection of authoritative materials kept together for convenience in providing information assistance and not allowed to circulate.

scholarly journal - a journal, often published by a society or professional association, that prints original research and is is distinguishable by footnotes and bibliographies.

subject headings - standardized terms that provide access to material by topic. In the card catalog these are typed in red or in capital letters at the top of the card.

sudoc - abbreviation for the classification system used by the Superindendent of Documents for material published by the US Government. Arrangement is by the agency that issued the report.

main entry card - the catalog card that contains the most complete bibliographic record for an item, usually the author card; it contains tracings, a list of subject headings and other information at the bottom of the card.

style manual - a guide on how to write a paper. It provides rules for preparing a bibliography, endnotes, footnotes, outlines etc.

thesaurus - a list of terms that provides both a controlled vocabulary and shows synonyms and cross references.

tracings - the list of headings under which an item is filed in the card catalog. This list appears on the main entry card.

INDEX

Abstracts, 44-47, 68
Almanacs, 24
American Men and Women of Science: Physical and Biological Sciences, 61
Annual reports, 14
Answer board. See: Suggestion box.
Applied Science and Technology Index, 40
Archives. See: University Archives.
Art Index, 39, 40, 62
Atlases, 14, 18, 24
Audiocassettes. See: Media; Listening/Language Lab.
Audiovisual materials. See: Media.
Author card. See: Card catalog.

Bibliographies, 24, 33, 35, 58, 67-69
Biographical information, 24, 59-61
Biography and Genealogy Master Index, 60-61
Biography Index, 40, 59-60
Biological Abstracts, 45
Book return drop, 5
Book Review Digest, 62-63
Book Review Index, 63-64
Book reviews, 27, 61-64
Books, 9, 24
Browsing area, 5
Business Administration. See: Social Science and Business Administration Information Desk
Business Index, 13, 39-40
Business Periodicals Index, 40-41

California News Index, 55
Call Number Directories, 3, 18
Call numbers, 3-4, 17-19, 21, 25, 27, 32-34
Campus phones, 6
Campus Services Card, 5, 22
Card catalog, 1-4, 17-18, 21, 25-28, 31-33. See also: Media card catalog.
Card Catalog Information Desk, 1-3
Circulation, 5-6, 17, 22
Change. See Coin and dollar bill changer.
Check out. See Circulation.
Chemical Abstracts, 46
Citation, 42, 62
Classrooms, 9
Coin and dollar bill changer, 5-7
Collation statement, 32-33
College Catalogs, 12
Collections Directory. See Location designators
Collier's Encyclopedia, 36
Computer Reference Service Center, 4
Copy center, 6-7
Corporate author. See: Card catalog.
Current Index to Journals in Education (CIJE), 46
Curriculum Collection, 10

Database Search Center. See Computer Reference Service Center
Dictionaries, 17, 24
Dictionary catalog. See: Card catalog.
Directories, as subdivision of a subject heading, 59
Directory of Periodicals, 1-3, 13, 47-49, 68
Disabled Services, 5
Dissertation Abstracts International, 46
Documents. See: Government Documents

Edition statement, 32-33
Education and Psychology Reference, 9-10
Education Index, 39,41
Encyclopaedia Britannica, 17, 36-37
Encyclopedia Americana, 36
Encyclopedia of Associations, 61
Encyclopedia of Education, 37
Encyclopedia of Philosophy, 37
Encyclopedia of World Art, 38
Encyclopedias, 16, 24, 35-38, 61, 67
Essay and General Literature Index, 41
Evaluating sources, 57-65

Filing arrangement, 17, 25, 31-32
Films. See: Media.
Filmstrips. See: Media.
Floor maps, 1-2, 7, 10, 13, 15
Folio, 8, 14, 18
Foreign language audiocassettes. See: Listening/Language Lab.

Government Documents, 9-10
Group study rooms, 16

Handbooks, 22
Hornet, 16
Humanities Reference, 12
Humanities Index, 41, 59

ILL. See: Interlibrary Loan.
Imprint statement, 32-33
Index alcoves, science, 8
Index areas, 8, 11, 16-18
Index statement, 32-33,
Indexes, 39-56, 59-64
InfoTrac, 3, 8, 13, 41
Interlibrary Loan, 5, 47
International Encyclopedia of the Social Sciences, 38

Journals. See: Periodicals.
juv. See: Juvenile Collection
Juvenile Collection, 10, 18

Language Lab. See: Listening/Language Lab.
LePac, 11
Library of Congress classification system, 19-20
Library of Congress Subject Headings, 2, 4, 29-30, 68
Listening/Language Lab, 11
Loan period. See: Circulation.
Location designators. 3-4, 18, 21
Locked cage, 11, 18

Magazine Index, 3,, 8, 42
Magazines. See: Periodicals.
Magazines for Libraries, 64
Main entry, 25, 33
Map Room, 14
McGraw-Hill Encyclopedia of Science and Technology, 38
Media, 11-12, 18, 22
Media card catalog, 12, 34
Media Services Center, 11-12
Microcard. See: Microforms.
Microfiche. See: Microforms.
Microfilm. See: Microforms.
Microforms, 11-12, 18, 48-49
Microforms Desk, 12
Missing book, 22
Money changer, 5-6
Monthly Catalog of U. S. Government Publications, 11
Music Index, 39

National Newspaper Index, 51, 53
New Columbia Encyclopedia, 37
New York Times Index, 51-53, 59
NewsBank Index, 51, 54-55
Newspaper Index: Christian Science Monitor, 53, 55
Newspaper Index: Los Angeles Times, 51, 53
Newspaper Index: San Francisco Chronicle, 55
Newspaper Index: USA Today, 55
Newspaper indexes, 24, 51-55, 68
Newspapers, 5, 14, 24, 51-55; foreign language, 14
Newsweek, 47-48
Notes statement, 32-33, 58

Overdues. See: Circulation.
Oversize. See: Folio.

Pamphlet files, 14-15
Pay phones, 6
Periodical indexes, 24, 39-49
Periodicals, 1-3, 5, 8, 14, 39-55, 64
Phonefiche. See Telephone books.
Photocopiers, 4, 6, 12. See also: Copy Center.
Psychological Abstracts, 46
Psychology. See: Education and Psychology Information Desk.

q. See quarto
Quarto, 14, 18
Quiet study area, 16

Random House Encyclopedia, 37
Readers' Guide to Periodical Literature, 39, 42-44
Reading room, RBR, 6
Ready reference, 8-9, 13, 15
ref. See: Reference works.
Reference works, 8, 18, 23-24
Renewals. See: Circulation.
Research strategies, 67-69. See also: Search strategy.
Reserve Book Room, 6, 22
Reshelving area. See: Sorting area.
Resources in Education (RIE), 46
Rest rooms, 6
RBR. See: Reserve Book Room.

Sacramento Bee, 4, 55
Scholarly journal, 64-65
Science and Technology Information Desk, 7-8
Search strategy, 23, 67-69
Search terms, 35, 67-69. See also: Subject headings.
Security system, 6, 22
Shelving arrangement, 17-18, 21
Slide Collection, 16
Slide(s). See: Media; Slide Collection.
Social Science and Business Administration Information Desk, 13
Social Sciences Index, 42, 62
Sociological Abstracts, 46
Sorting area, 9, 15, 22
Special collections, 10, 16, 18
Style manuals, 25, 69
Subject card. See: Card catalog.
Subject Directory of Periodical Holdings, 3, 48, 51
Subject headings, 29-30, 32-33, 59, 67-68. See also: Library of Congress Subject Headings.
Suggestion box, 5

Technology. See: Science and Technology Information Desk.
Telephone books, 12
Test Collection, 10
The Times (London) Index, 54
Thesaurus, 47
Theses, 15
Title card. See: Card catalog.
Tour, 1-16
Tracings, 32-33, 58, 68
Typewriters, 11

University Archives, 16

Video. See: Media.
VU/TEXT, 55

Wall St. Journal, 51, 53, 55
Washington Post Index, 53, 55
Water fountains, 6

"x" designator, 18. See also: Locked cage.

Yearbooks, 37

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 1

Parts 1 & 2

DIRECTIONS

Use this assignment sheet to complete questions for Unit 1 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet." This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the day/year section of your answer form. Use the spaces from K-O of the special codes area to put your five-digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1-20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor. You will be given your next assignment at that time.

UNIT 1, PART 1: LIBRARY TOUR

Take the tour as explained in Unit 1, Part 1 and answer questions 1 through 9.

1. (Checkpoint 1) Use the Directory of Periodicals to find the floor location for the New Yorker magazine. On which floor is it located?

   a. 3 West
   b. 1
   c. 5
   d. 4

2. (Checkpoint 1) Which of the following titles is listed under the subject "Communications" in the Subject Directory of Periodical Holdings?

   a. Philosophy and Rhetoric
   b. U.S. News & World Report
   c. Atlantic Monthly
   d. California

3. (Checkpoint 3) Look up the book entitled From Print to Plastic in the card catalog. What is its call number?

   a. Z 795 F23
   c. ML 200 S37
   b. F 428 P75
   d. HD 5710 B68

4. (Checkpoint 3) Checking the Call Number Directory will show you that books with call numbers beginning with "PS" are on which floor?

   a. 4
   c. 3 West
   b. 5
   d. 1

5. (Checkpoint 12) Go to the REFERENCE section on the first floor. Find the reference books with "ref R" as part of the call number. What broad subject area is covered by these books?

   a. Law
   c. Music
   b. Medicine
   d. American History

6. (Checkpoint 15) Which of the following collections is located in the Education and Psychology area of the Library?

   a. Test Collection
   c. Juvenile Collection
   b. Curriculum Collection
   d. All of the above

7. (Checkpoint 20) Use the Media Card Catalog and find the call number for Spots.

   a. Video 176
   c. Video 691
   b. Video 251
   d. Video 345

8. (Checkpoint 24) Which of these newspapers is found shelved in the eighth carrel?

   a. Financial Times
   c. Los Angeles Times
   b. Globe and Mail
   d. China Daily

9. What is the room number where the Slide Collection is located?

a. 105 c. 505

b. 512 d. 305

UNIT 1, PART 2: LOCATING AND CHECKING OUT MATERIALS

10. What is the alphabetical arrangement of these titles: A Tree Grows In Water; A Tree House in Brooklyn; Treehouse Brings Home a Mouse; Trees In the City?

a. Word by word C. Author, title, subject

b. Phrase by phrase d. Letter by letter

11. According to the Location Guide, on which floor will you find a book with the call number Z 710 RJ87?

a. 3 East C. 4

b. Archives d. 5

12. According to the Location Guide, on which floor will you find "ref" books?

a. 1 C. 4

b. 3 West d. All of the above

13. According to the Location Guide, on which floor will you find the book with the call number ref PN 1992.77 A483?

a. 5 c. 1

b. 4 d. 3 West

14. In which order would the following Library of Congress call numbers be found on the shelf?

1	2	3	4
QA	QP	QA	QP
76.4	425	76.4	425
J42	H56	J3	H25

a. 1, 2, 3, 4 c. 1, 3, 2, 4

b. 3, 1, 4, 2 d. 3, 1, 2, 4

15 - 16
Listed below, in the order in which they would appear on the shelf, are five book call numbers. Each of the following questions gives an additional book call number. Show where that book would be shelved among the first five books listed.

1	2	3	4	5
QB	QB	QB	QB	QB
54	62	62.5	62.7	461
S9	T37	M5	G34	S845

15. Where would a book with the call number QB 54 U47 be placed?

a. Between books 4 and 5
c. Between books 3 and 4
b. Between books 1 and 2
d. Between books 2 and 3

16. Where would a book with the call number QB 62.7 G8 be placed?

a. Between books 3 and 4
c. Between books 4 and 5
b. Between books 1 and 2
d. Between books 2 and 3

17. Where would a book with the call number QB 62.5 M33 be placed?

a. Between books 4 and 5
c. Between books 2 and 3
b. Between books 1 and 2
d. Between books 3 and 4

18. The regular loan period for circulating books is:

a. Four weeks
c. Two weeks
b. Three weeks
d. One week

19. If you cannot find a book on the shelf where it should be, you first check to see if it is mis-shelved, then you:

a. Ask the librarian
c. Go to the card catalog desk
b. Ask at the Circulation Desk
d. Check the sorting area

20. Some materials do not circulate out of the Library. Which of the following is in that category?

a. Periodicals
c. Reference books
b. Videocassettes
d. All of the above

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 1

Parts 1 & 2

DIRECTIONS

Use this assignment sheet to complete questions for Unit 1 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet." This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the special code section of your answer form.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1 - 20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor. You will be given your next assignment at that time.

UNIT 1, PART 1: LIBRARY TOUR

Take the tour as explained in Unit 1, Part 1 and answer questions 1 through 9.

1. (Checkpoint 1) Use the Directory of Periodicals to find the floor location for Library Journal. On which floor is it located?

   a. 3 West
   b. 1
   c. 5
   d. 4

2. (Checkpoint 1) Which of the following titles is listed under the subject "communications" in the Subject Directory of Periodical Holdings?

   a. California
   b. U.S. News & World Report
   c. Atlantic Monthly
   d. Journal of Nonverbal Behavior

3. (Checkpoint 2) Look up the book entitled The Kingdom by the Sea in the card catalog. What is its call number?

   a. DA 632 T46 1983
   c. ML 200 S37
   b. F 428 P75
   d. HD 5710 B68

4. (Checkpoint 2)) Checking the Call Number Directory will show you that books with call numbers beginning with "QA" are on which floor?

   a. 4
   c. 3 West
   b. 5
   d. 1

5. (Checkpoint 10) Go to the REFERENCE section on the first floor. Find the reference books with "ref S" as part of the call number. What broad subject area is covered by these books?

   a. Law
   c. Music
   b. Medicine
   d. Agriculture

6. (Checkpoint 12) Which of the following collections is located in the Education and Psychology area of the Library?

   a. Archives
   c. Materials with the call number "BF"
   b. Slide Collection
   d. Materials with the call number "ED"

7. (Checkpoint 20) Use the Media Card Catalog and find the call number for Off Your Duff.

   a. Video 525
   c. Video 691
   b. Video 251
   d. Video 345

8. (Checkpoint 24) Which of these newspapers is found shelved in the second carrel?

   a. Financial Times
   c. Los Angeles Times
   b. China Daily
   d. Christian Science Monitor

9. (Checkpoint 24) What is the room number where the Map Room is located?

a. 411 c. 505

b. 512 d. 305

UNIT 1, PART 2: LOCATING AND CHECKING OUT MATERIALS

10. What is the alphabetical arrangement of these items: San Franciscan Days; San Francisco Houses; San Terrasita Tales; Santa Rosa History; Santana?

a. Word by word c. Author, title, subject

b. Phrase by phrase d. Letter by letter

11. According to the Collections Directory, on which floor will you find a book with the call number Z 1007 N312?

a. 3 East c. 4

b. Archives d. 5

12. According to the Collections Directory, on which floor will you find "q" items?

a. 1 c. 5

b. 3 d. All of the above

13. According to the Collections Directory, on which floor will you find the book with the call number x PS 3558 L72?

a. 5 c. 1

b. 4 d. 3 East

14. In which order would the following Library of Congress call numbers be found on the shelf?

1	2	3	4
QA	QP	QA	QP
76.4	425	76.4	425
J42	H25	J3	H56

a. 1, 2, 3, 4 c. 1, 3, 2, 4

b. 3, 1, 4, 2 d. 3, 1, 2, 4

15 - 17
Listed below, in the order in which they would appear on the shelf, are five book call numbers. Each of the following questions gives an additional book call number. Show where that book would be shelved among the first five books listed.

1	2	3	4	5
QB	QB	QB	QB	QB
54	62	62.5	62.7	461
S9	T37	M5	G34	S845

15. Where would a book with the call number QB 54 U47 be placed?

a. Between books 1 and 2
c. Between books 3 and 4
b. Between books 4 and 5
d. Between books 2 and 3

16. Where would a book with the call number QB 62.5 M33 be placed?

a. Between books 4 and 5
c. Between books 3 and 4
b. Between books 1 and 2
d. Between books 2 and 3

17. Where would a book with the call number QB 62.7 G8 be placed?

a. Between books 4 and 5
c. Between books 2 and 3
b. Between books 1 and 2
d. Between books 3 and 4

18. The regular loan period for circulating books is:

a. Four weeks
c. Two weeks
b. Three weeks
d. One week

19. If you cannot find a book on the shelf where it should be, you first check to see if it is mis-shelved, then you:

a. Ask the shelver
c. Go to the card catalog desk
b. Ask at the circulation counter
d. Check the sorting area

20. Some materials do not circulate out of the Library. Which of the following is in that category?

a. Filmstrips
c. Reference books
b. Videocassettes
d. All of the above

9. (Checkpoint 28) What is the room number where Archives is located?

a. 105 c. 505

b. 532 d. 305

UNIT 1, PART 2: LOCATING AND CHECKING OUT MATERIALS

10. What is the alphabetical arrangement of these items: A Tree Grows In Water; Treehouse Brings Home a Mouse; A Tree House in Brooklyn; Trees In the City?

a. Word by word c. Author, title, subject

b. Phrase by phrase d. Letter by letter

11. On which floor will you find a book with the call number E 99 C3?

a. 3 East c. 4

b. Archives d. 5

12. On which floor will you find "x" books?

a. 1 c. 4

b. 3 d. All of the above

13. On which floor will you find the book with the call number ref QA 76.4 J42?

a. 5 c. 1

b. 4 d. 3 West

14. In which order would the following Library of Congress call numbers be found on the shelf?

1	2	3	4
QA	QP	QA	QP
76.4	425	76.4	425
J3	H56	J42	H25

a. 1, 2, 3, 4 c. 1, 3, 4, 2

b. 3, 1, 4, 2 d. 3, 1, 2, 4

15 - 17
Listed below, in the order in which they would appear on the shelf, are five book call numbers. Each of the following questions gives an additional book call number. Show where that book would be shelved among the first five books listed.

1	2	3	4	5
QB	QB	QB	QB	QB
54	62	62.5	62.7	461
S9	T37	M5	G34	S845

15. Where would a book with the call number QB 62.5 M33 be placed?

a. Between books 2 and 3
b. Between books 1 and 2
c. Between books 4 and 5
d. Between books 3 and 4

16. Where would a book with the call number QB 62.7 G8 be placed?

a. Between books 4 and 5
b. Between books 1 and 2
c. Between books 3 and 4
d. Between books 2 and 3

17. Where would a book with the call number QB 54 U47 be placed?

a. Between books 4 and 5
b. Between books 2 and 3
c. Between books 3 and 4
d. Between books 1 and 2

18. The regular loan period for circulating books is:

a. Four weeks
b. Three weeks
c. Two weeks
d. One week

19. If you cannot find a book on the shelf where it should be, you first check to see if it is mis-shelved, then you:

a. Ask the shelver
b. Ask at the circulation counter
c. Go to the card catalog desk
d. Check the sorting area

20. Some materials do not circulate out of the Library. Which of the following is in that category?

a. Filmstrips
b. Videocassettes
c. Reference books
d. All of the above

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 1

Parts 1 & 2

DIRECTIONS

Use this assignment sheet to complete questions for Unit 1 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet." This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the special code section of your answer form.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1 - 20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor. You will be given your next assignment at that time.

UNIT 1, PART 1: LIBRARY TOUR

Take the tour as explained in Unit 1, Part 1 and answer questions 1 through 9.

1. (Checkpoint 1) Use the Directory of Periodicals to find the floor location for Industrial Robot. On which floor is it located?

   a. 3 West
   b. 1
   c. 5
   d. 4

2. (Checkpoint 1) Which of the following titles is listed under the subject "Communications" in the Subject Directory of Periodical Holdings?

   a. U.S. News & World Report
   b. Broadcasting
   c. Atlantic Monthly
   d. California

3. (Checkpoint 3) Look up the book entitled While You Were Gone in the card catalog. What is its call number?

   a. Z 795 F23
   b. F 428 P75
   c. E 806 G65
   d. HD 5710 B68

4. (Checkpoint 3) Checking the Call Number Directory will show you that books with call numbers beginning with "D" are on which floor?

   a. 4
   b. 5
   c. 3 West
   d. 1

5. (Checkpoint 12) Go to the REFERENCE section on the first floor. Find the reference books with "ref QD" as part of the call number. What broad subject area is covered by these books?

   a. Law
   b. Medicine
   c. Chemistry
   d. American History

6. (Checkpoint 15) Which of the following collections is located in the Education and Psychology area of the Library?

   a. Juvenile Collection
   b. Foreign Newspapers
   c. Materials with the call number "HD"
   d. Materials with the call number "TX"

7. (Checkpoint 20) Use the Media Card Catalog and find the call number for Robotics.

   a. Video 176
   b. Video 251
   c. Video 691
   d. Video 976

8. (Checkpoint 24) Which of these newspapers is found shelved in the eleventh carrel?

   a. Sacramento Bee
   b. Globe and Mail
   c. Los Angeles Times
   d. China Daily

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 2
Parts 1, 2, & 3

DIRECTIONS

Use this assignment sheet to complete questions for Unit 2 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet." This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the day/year section of your answer form. Use the spaces from K-O of the special codes area to put your five-digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1-20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor during the week of October 26-30. You will be given your next assignment at that time.

UNIT 2, PART 1: BASIC SEARCH STRATEGIES

1. You are looking for a book about PRINTING written by Smith. What is the most efficient search approach?

   a. Author
   b. Subject
   c. Title
   d. Co-author

2. You need the book entitled Economic Progress and Economic Crisis about BUSINESS CYCLES. What is the most efficient search approach?

   a. Author
   b. Subject
   c. Title
   d. Co-author

3. To get information about a specific person you would consult:

   a. Almanacs
   b. Encyclopedias
   c. Dictionaries
   d. Biographies

4. The best place to get geographical information would be:

   a. Atlases
   b. Periodical indexes
   c. Handbooks
   d. Bibliographies

5. The best place to get statistical information would be:

   a. Almanacs
   b. Encyclopedias
   c. Bibliographies
   d. Biographies

6. The best place to get references to articles in periodicals would be:

   a. Periodical indexes
   b. Atlases
   c. Bibliographies
   d. Handbooks

UNIT 2, PART 2: USING THE CARD CATALOG EFFECTIVELY

7. Glenn A. Welsch wrote a book with the call number HF 5550 W443 1964. What is its title?

   a. Fundamentals of Financial Accounting
   b. Intermediate Accounting
   c. Budgeting: Profit Planning and Control
   d. Fundamentals of Management Accounting

8. Look at the subject tracings for the book identified above. Which of these subject headings would you use to search in the card catalog for other materials on the same subject?

   a. BUDGET IN BUSINESS
   b. ACCOUNTING
   c. COST ACCOUNTING
   d. ACCOUNTING-BUDGETS

9. Against All Odds is the title of a book written by John Kedzie Jacobs. What is its call number?

   a. juv 920 J17
   b. P 90 M28 1983
   c. PN 4121 M33
   d. TX 764 J647 1982

10. You need to find a book about ASSEMBLER LANGUAGE (COMPUTER PROGRAM LANGUAGE) written by David J. Bradley, an expert on the topic. What is the book's call number?

    a. HF 5810 034 A3
    c. QA 76.8 I2594 B7 1984
    b. HF 5821 5821 W25
    d. QC 24.5 A78

11. The "notes" section on a catalog card can provide helpful information. Which of the following would be found in the "notes" section?

    a. Publication date
    c. Alternate call numbers
    b. Bibliography listing
    d. Subject heading

12. Library of Congress Subject Headings (LCSH) does not use the term "BLACK AMERICANS." However, a "see reference" in LCSH directs you to use:

    a. BLACKS-UNITED STATES
    c. AFRO-AMERICANS
    b. NEGROES
    d. AFRICAN AMERICANS

13. According to the Library of Congress Subject Headings, which subject heading is a "see also" (sa) reference for CHILD ABUSE?

    a. ABUSIVE ADULTS
    c. INTERVIEWING IN CHILD ABUSE
    b. ADULTS WHO ABUSE
    d. CHILD NEGLECT

14. The 30-Second President is the title of video number 1110. How long is this videocassette?

    a. 28 minutes
    c. 13 minutes
    b. 58 minutes
    d. 2 hours

UNIT 2, PART 3: ENCYCLOPEDIAS

15. Why would you use an encyclopedia?

    a. For an overview of your topic
    b. To define your topic
    c. For a bibliography
    d. All of the above

16. What should be a major consideration when you are choosing an encyclopedia?

    a. Colored pictures

    b. Clarity of language

    c. A classmate's suggestion

    d. All of the above

17. Look up PUBLICITY AND ADVERTISING in the Encyclopedia of World Art. What is the title and date of the first entry listed in the bibliography?

    a. Antike Bildwerke in Rom, 1881

    b. Wandgemalde der vom Vesuv Verschutteten Stadte Campaniens, 1868

    c. Les Affiches Illutreez, 1884

    d. Annual of Advertising Art in the United States, 1927

18. You have found information related to the topic ADVERTISING in the Encyclopedia of World Art, but not under that exact heading. Which of the search terms listed below is listed as a cross reference in this set of encyclopedias?

    a. ART IN ADVERTISING
    c. ADVERTISING AND PUBLICITY

    b. PUBLIC RELATIONS
    d. PUBLICITY AND ADVERTISING

19. Look up COMPUTER TECHNOLOGY TRAINING in the Encyclopedia of Education. What is the title and date of the first entry listed in the bibliography?

    a. "The Role of Programming in a Ph.D. Computer Science Program," 1969

    b. Guidelines for Data Processing Schools, n.d.

    c. Computer Careers, n.d.

    d. "Information Science in a Ph.D. Computer Science Programs," 1969

20. You need information on the topic ROBOTS, but can't locate information using that term in the 1987 edition of the McGraw-Hill Encyclopedia of Science and Technology. Which of the search terms listed below is its closest equivalent?

    a. ROBOTICS
    c. ARTIFICIAL INTELLIGENCE

    b. INDUSTRIAL ROBOTS
    d. ROBOTS, INDUSTRIAL

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 2
Parts 1, 2, & 3

DIRECTIONS

Use this assignment sheet to complete questions for Unit 2 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet." This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the day/year section of your answer form. Use the spaces from K-O of the special codes area to put your five-digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1-20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor during the week of October 26-30. You will be given your next assignment at that time.

UNIT 2, PART 1: BASIC SEARCH STRATEGIES

1. You are looking for a book about WOOL written by Smith. What is the most efficient search approach?

   a. Subject
   b. Author
   c. Co-author
   d. Title

2. You need the book about Black history entitled Before the Mayflower: A History of Black America. The Library of Congress Subject Headings is AFRO-AMERICANS-HISTORY. What is the most efficient search approach?

   a. Author
   b. Title
   c. Subject
   d. Co-author

3. The best place to get statistical information would be:

   a. Encyclopedias
   b. Almanacs
   c. Biographies
   d. Dictionaries

4. The best place to get definitions of terms would be:

   a. Almanacs
   c. Dictionaries
   b. Atlases
   d. Handbooks

5. The best place to get guidance on specific subjects would be:

   a. Handbooks
   c. Dictionaries
   b. Atlases
   d. Bibliographies

6. To locate current information about a recent event in Los Angeles you would consult:

   a. Almanacs
   c. Newspaper indexes
   b. Encyclopedias
   d. Biographies

UNIT 2, PART 2: USING THE CARD CATALOG EFFECTIVELY

7. Wayne Andrews wrote a book with the call number q NA 735 C4 A65 1973. What is its title?

   a. Architecture in Chicago & Mid-America: A Photographic History

   b. Architecture in America: A Photographic History from the Colonial Period to the Present

   c. Architecture, Ambition and Americans

   d. Architecture in Michigan

8. Look at the subject tracings on the catalog card for the book identified above. Which of these subject headings would you use to search in the card catalog for other materials on the same subject?

   a. ARCHITECTURE
   c. ARCHITECTURE-MICHIGAN
   b. ARCHITECTURE-U.S.
   d. ARCHITECTURE-CHICAGO

9. Messages That Work is the title of a book written by Patrick O. Marsh. What is its call number?

   a. juv 920 J17
   c. PN 4121 M33
   b. P 90 M28 1983
   d. TX 764 J647 1982

10. You need to find a book about ADVERTISING written by David Ogilvy, an expert on the topic. What is the book's call number?

    a. HF 5810 034 A3
    c. QA 76.8 I2594 B7 1984
    b. HF 5821 5821 W25
    d. QC 24.5 A78

11. The "notes" section on a catalog card can provide helpful information. Which of the following would be found in the "notes" section?

    a. Publication date
    c. Bibliography listing
    b. Alternate call numbers
    d. Subject heading

12. Library of Congress Subject Headings (LCSH) does not use the term BOMB SHELTERS. However, a "see reference" in LCSH directs you to use:

    a. FALLOUT SHELTERS
    c. AIR RAID SHELTERS
    b. ATOMIC SHELTERS
    d. SHELTERS, ATOMIC BOMB

13. According to the Library of Congress Subject Headings, which subject heading is a "see also" (sa) reference for SELF-RESPECT?

    a. INTEGRITY
    c. CONFIDENCE
    b. SELF-WORTH
    d. EGO

14. Wilson Bryan Key narrated Audio 1838. What is the title of this tape?

    a. Subliminal Seduction
    b. The Joys and Sorrows of Sobriety
    c. Human Communication: An Overview
    d. The 30-Second President

UNIT 2, PART 3: ENCYCLOPEDIAS

15. Why would you use an encyclopedia?

    a. For "search terms" on the subject
    b. To define your topic
    c. For a bibliography
    d. All of the above

16. The index of an encyclopedia is the best place to look up your topic because:

    a. It's in alphabetical order

    b. It will give you a listing of the widest range of related materials

    c. It will tell you who wrote the articles

    d. All of the above

17. Look up ARTIFICIAL INTELLIGENCE in the 1987 edition of the McGraw-Hill Encyclopedia of Science and Technology. What is the title and date of the second entry listed in the bibliography?

    a. Computer Based Medical Consultations: MYCIN, 1976

    b. Human Problem Solving, 1972

    c. Artificial Intelligence, 1977

    d. Principles of Artificial Intelligence, 1980

18. You need information on the topic INTERMEDIATE SCHOOLS, but can't locate information using that term in the Encyclopedia of Education. Which of the search terms listed below is it's closest equivalent?

    a. HIGH SCHOOLS
    b. SECONDARY SCHOOLS
    c. MIDDLE SCHOOLS
    d. JUNIOR HIGH SCHOOL EDUCATION

19. Look up the article entitled EUGENICS in the 1978 edition of the Encyclopedia Americana. (4th floor) What is the title and date of the first entry listed in the bibliography?

    a. The Future of Man, 1962

    b. Mankind Evolving, 1962

    c. Human Races, 1969

    d. Man and His Future, 1960

20. You need information of the topic FIGURE COMPOSITION, but there is no article with that exact heading in the Encyclopedia of World Art. Which of the search terms listed below is given as a cross reference?

    a. THE BODY
    b. CHOREOGRAPHY
    c. COMPOSITION, FIGURE
    d. COMPOSITION

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

ASSIGNMENT 2
PARTS 1, 2, & 3

DIRECTIONS

Use this assignment sheet to complete questions for Unit 2 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet." This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the day/year section of your answer form. Use the spaces from K-O of the special codes area to put your five-digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1-20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to Library Room 305. You will be given your next assignment at that time.

UNIT 2, PART 1: BASIC SEARCH STRATEGIES

1. You are looking for a book about MODERN ART written by Jones. What is the most efficient search approach?

   a. Author c. Title

   b. Call number d. Subject

2. You need the book entitled The Naked Computer about COMPUTERS. What is the most efficient search approach?

   a. Co-author c. Title

   b. Subject d. Author

3. The best place to get geographical information would be:

   a. Dictionaries c. Periodical indexes

   b. Bibliographies d. Atlases

4. The best place to get statistical information would be:

   a. Almanacs
   b. Handbooks
   c. Dictionaries
   d. Periodical indexes

5. The best place to get guidance on specific subjects would be:

   a. Biographies
   b. Periodical indexes
   c. Dictionaries
   d. Handbooks

6. The best place to get references to articles in periodicals would be:

   a. Almanacs
   b. Periodical indexes
   c. Newspaper indexes
   d. Bibliographies

UNIT 2, PART 2: USING THE CARD CATALOG EFFECTIVELY

7. Gary B. Shelly wrote a book with the call number HF 5548.2 S442. What is its title?

   a. Introduction to Computers and Data Processing
   b. Introduction to Computer Programming IBM System/360 Assembler Language
   c. OS Job Control Language
   d. Business Systems Analysis and Design

8. Look at the subject tracings for the book identified above. Which of these subject headings would you use to search in the card catalog for other materials on the same subject?

   a. STRUCTURED PROGRAMMING
   b. SYSTEM ANALYSIS
   c. COMPUTERS
   d. ELECTRONIC DATA PROCESSING

9. Persuasive Speaking is the title of a book written by Patrick O. Marsh. What is its call number?

   a. juv 920 J17
   b. P 90 M28 1983
   c. PS 3569 C5685 D5
   d. PN 4121 M33

10. You need to find a book about BLACK HOLES written by Isaac Asimov, an expert on the topic. What is the book's call number?

    a. HF 5810 034 A3
    c. QA 76.8 I2594 B7 1984
    b. QB 843 B55 A84 1977
    d. QC 24.5 A78

11. The "notes" section on a catalog card can provide helpful information. Which of the following would be found in the "notes" section?

    a. Publication date
    c. Alternate call numbers
    b. Index
    d. Subject heading

12. Library of Congress Subject Headings (LCSH) does not use the term JUNK. However, a "see reference" in LCSH directs you to use:

    a. WASTE PRODUCTS
    c. PRODUCTS, WASTE
    b. UTILIZATION OF WASTE
    d. WASTE, DISPOSAL OF

13. According to the Library of Congress Subject Headings, which subject heading is a "see also" (sa) reference for WIT AND HUMOR, PICTORIAL?

    a. HUMOR, VISUAL
    c. HUMOROUS ILLUSTRATIONS
    b. PICTURES, HUMOROUS
    d. COMIC BOOKS, STRIPS, ETC.

14. The Joys and Sorrows of Sobriety was produced by Hazelden Foundation, Inc. What is its call number?

    a. Video 1110
    c. Audio 1838
    b. Audio 1071
    d. Video 1173

UNIT 2, PART 3: ENCYCLOPEDIAS

15. What should be a major consideration when you are choosing an encyclopedia?

    a. Length of the articles

    b. Clarity of the language

    c. Are the articles well outlined?

    d. All of the above

16. How is the Encyclopaedia Britannica different from other encyclopedias?

    a. It's older than the other encyclopedias

    b. It's presented in three different sets of volumes

    c. It must be accessed on a computer

    d. All of the above

17. You need information on the topic GAS SHALE, but can't locate information using that term in the 1987 edition of the McGraw-Hill Encyclopedia of Science and Technology. Which of the search terms listed below is its closest equivalent?

    a. OIL SHALE

    b. OIL AND GAS

    c. SHALE, OIL

    d. OIL AND OIL PRODUCTS

18. If you wanted to do an extensive study on SPECIAL EDUCATION the encyclopedia you'd refer to first would be:

    a. Encyclopedia of Education

    b. Encyclopedia of Philosophy

    c. Encyclopedia of World Art

    d. McGraw-Hill Encyclopedia of Science and Technology

19. Look up "PUBLICITY, ADVERTISING, AND ALLIED ARTS" in the Encyclopedia of Education. What is the title and date of the first entry listed in the bibliography?

    a. Advertising: Its Use and Abuse, 1955

    b. "Myths for Materialists," 1967

    c. The Permissible Lie: The Inside Truth About Advertising, 1968

    d. Scrapbook of Early Advertising Art, 1955

20. You need information on the topic ADVERTISING, but can't locate an article on using that exact term in the Encyclopedia of World Art. Which of the search terms listed below is given as a cross reference?

    a. ART IN ADVERTISING

    b. PUBLIC RELATIONS

    c. PUBLICITY AND ADVERTISING

    d. ADVERTISING AND ART

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 3

Parts 1 & 2

DIRECTIONS

Use this assignment sheet to complete questions for Unit 3 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet". This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the day/year section of your answer form. Use the spaces from K-O of the special codes area to put your five-digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1 - 20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor during the week of November 16 - 21. You will be given your next assignment at that time.

UNIT 3, PART 1: PERIODICAL INDEXES AND ABSTRACTS

1. Look at any recent issue of Art Index. What does the abbreviation "m" represent?

   a. May
   b. monthly
   c. manual
   d. Mixed media

2. At the front of any volume of Social Sciences Index you will find:

   a. A list of abbreviations
   b. A list of abbreviations of the periodicals indexed
   c. A list of the periodicals indexed
   d. All of the above

3. Look at any recent issue of Business Periodicals Index. What does the abbreviation "ed" represent?

   a. Edited
   b. Edition
   c. Editor
   d. All of the above

4. Look at any recent issue of Readers' Guide to Periodical Literature. The abbreviation "Int Wildl" represents which periodical?

   a. International Wildlife
   b. Interior Wildlooks
   c. Internal Wilderness
   d. All of the above

5. To find out which years of a particular magazine we have at the CSUS library you will need to check the:

   a. Card Catalog
   b. New York Times Index
   c. Directory of Periodicals
   d. Readers' Guide to Periodical Literature

For questions 6 through 12 you will be using the same subject entry in the same index. Look up COMMUNICATION IN MANAGEMENT in the hardbound volume 44 (March 1984 - February 1985) of Readers' Guide to Periodical Literature.

6. Which of these does the "see also" heading refer you to?

   a. PHONETICS
   b. COMPUTER COMMUNICATION
   c. TELEPHONE
   d. TELECOMMUNICATION IN BUSINESS

7. What is the citation for the first article listed in this entry?

   a. "How to Make Confrontation Work for You." A. S. Grove. il Fortune 110: 73-5 J1 23 '84.

   b. "10 Sure-fire Tips for a Great Presentation." (excerpt from Selling to a Group) P. Le Roux. il Glamour 82:260+ O '84

   c. "Turning Confrontation Into Communication." A. Lustberg. il Nations Bus 72:52-3 Je '84

   d. "Why Talking It Out Almost Never Works." L. E. Boyd. Nations Bus 72:53-4 N '84

8. Who is the author of this article?

   a. P. Le Roux
   b. L. E. Boyd
   c. A. S. Grove
   d. No author listed

9. What is the complete name of the periodical?

   a. Nation's Business
   b. Fortune
   c. Glamour
   d. Public Relations Review

10. What is the volume number of the periodical?

   a. 72
   b. 110
   c. no listing
   d. 82

11. What is the issue date of the periodical

   a. October 1984
   b. June 1984
   c. July 23, 1984
   d. November 1984

12. What are the page numbers on which the article appears?

   a. 53-4
   b. 52-3
   c. 260+
   d. 73-5

13. On which floor is this periodical located?

   a. First
   b. Fourth
   c. Second
   d. Fifth

UNIT 3, PART 2: NEWSPAPERS AND NEWSPAPER INDEXES

14. Look in the Wall Street Journal Index (volume 2) to find an article on LEE IACOCCA that appeared on May 16, 1984. What are the page and column numbers for this article?

   a. 33, 4
   b. 14, 3
   c. 14, 2
   d. 36, 1

15. Using the Wall Street Journal on microfiche identify the headline in question #14.

    a. "G.M. - Toyota Link Forces Chrysler To Step Up Foreign Ties"

    b. "Iacocca Criticizes Big Bonuses Paid to GM, Ford Brass"

    c. "Iacocca Draws 2% of Votes for President"

    d. "U.S. Car Sales Ease as Economy Slows"

16. Look in the Newspaper Index: Los Angeles Times to find an article on POLISH AMERICANS that appeared on August 18, 1984. What are the section, page and column numbers for this article?

    a. II, 6, 2 c. I, 3, 1

    b. I, 16, 3 d. IV, 1, 1

17. Using the Los Angeles Times on microfilm identify the headline in question 14.

    a. "Polish American Day Celebrates Unique Heritage"

    b. "Unfortunate Humor Critized by White House Staff"

    c. "President Reassures Polish Americans"

    d. "Polish American Day Recognized"

18. Look in the Newspaper Index: San Francisco Chronicle to find an article on ADVERTISING that appeared on January 8, 1984. What are the section, page and column numbers for this article?

    a. B, 1, 1 c. B, 3, 1

    b. A, 1, 2 d. IV, 1, 1

19. Look in the New York Times Index to find an article on ACID RAIN that appeared on February 23, 1984. What are the section, page and column numbers for this article?

    a. I, 5, 4 c. II, 6, 2

    b. I, 16, 3 d. IV, 1 1

20. Look in the Newspaper Index: Los Angeles Times to find an article on DUSTIN HOFFMAN that appeared on March 31, 1984. What are the section, page and column numbers for this article?

    a. II, 6, 2 c. I, 3, 1

    b. I, 16, 3 d. V, 7, 1, P

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 3

Parts 1 & 2

DIRECTIONS

Use this assignment sheet to complete questions for Unit 3 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet". This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the day/year section of your answer form. Use the spaces from K-O of the special codes area to put your five-digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1 - 20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor during the week of November 16 - 21. You will be given your next assignment at that time.

UNIT 3, PART 1: PERIODICAL INDEXES AND ABSTRACTS

1. At the front of any volume of Readers' Guide to Periodical Literature you will find:

   a. A list of abbreviations
   b. A list of abbreviations of the periodicals indexed
   c. A list of the periodicals indexed
   d. All of the above

2. Look at any recent issue of Education Index. What does the abbreviation "Ag" represent?

   a. Against
   b. August
   c. Agriculture
   d. All of the above

3. Look at any recent issue of Readers' Guide to Periodical Literature. The abbreviation "Int Wildl" represents which periodical?

   a. Interior Wildlife
   b. Interviews with Wildlife
   c. Interior Wilderness
   d. International Wildlife

4. Look at any recent issue of Art Index. What does the abbreviation "Lotus Int" represent?

   a. Lotus International
   b. Lotus Int
   c. Lotus Interiors
   d. Lotus Interviews

5. To find out which years of a particular magazine we have at the CSUS Library you will need to check:

   a. The Card Catalog
   b. Directory of Periodicals
   c. Readers' Guide to Periodical Literature
   d. The New York Times Index

For questions 6 through 12 you will be using the same subject entry in the same index. Look up COMMUNICATION in the hardbound volume 32 (November 1983 - October 1984) of Art Index.

6. Which of these does the "see also" heading refer you to?

   a. ADVERTISING
   b. CYBERNETICS
   c. PUBLIC SPEAKING
   d. SIGN LANGUAGE

7. What is the citation for the first article listed under this entry?

   a. "Excellence and the Problem of Visual Literacy." J. C. Brown. il por Des Arts Educ 85:11-13 N/D '83

   b. "Persuasive Communication." (9 article anthology) bibl il Mobilia no322:1-31 '84

   c. "Image Scavengers: Photography, an Exhibition." (Institute of Contemporary Art, Philadelphia) R. H. Cohen. il PCN 14:55-8 My/Je '83

   d. "Cool Articulation: Monterey Park Savings." (Silver Lake, Calif) J. G. Tucker. col il por(p180) plan Int Des 55:198-9 Ap '84

ASSIGNMENT 3, PAGE 2

8. Who is the author of this article?

   a. J. G. Tucker
   b. no author
   c. R. H. Cohen
   d. J. C. Brown

9. What is the complete name of the periodical?

   a. Interior Design
   b. Mobilia
   c. The Print Collector's Newsletter
   d. Design for Arts in Education

10. What is the volume number of the periodical?

   a. 85
   b. no. 322
   c. 55
   d. 14

11. What is the issue date of the periodical

   a. April 1984
   b. 1984
   c. November/December 1983
   d. November/December 1984

12. What are the page numbers on which the article appears?

   a. 55-8
   b. 198-9
   c. 1-31
   d. 11-13

13. On which floor is this periodical located?

   a. Third West
   b. Fourth
   c. Not carried by this library
   d. Fifth

UNIT 3, PART 2: NEWSPAPERS AND NEWSPAPER INDEXES

14. Look in the Wall Street Journal Index (volume 2) to find an article on LEE IACOCCA that appeared on May 16, 1984. What are the page and column numbers for this article?

   a. 33, 4
   b. 14, 3
   c. 14, 2
   d. 36, 1

15. Using the Wall Street Journal on microfiche identify the headline in question 14.

    a. "GM-Toyota Link Would Force Chrysler to Step Up Its Foreign Ties

    b. "Iacocca Criticizes Big Bonuses Paid to GM, Ford Brass"

    c. "Lee Iacocca Draws 2% of Votes for President"

    d. "U.S. Car Sales Could Ease Next year as the Pace of Economic Recovery Slows"

16. Look in the Newspaper Index: San Francisco Chronicle to find an article on DAN WHITE that appeared on January 9, 1984. What are the section, page and column numbers for this article?

    a. B, 1, 1 c. B, 3, 1

    b. A, 3, 5 d. A, 5, 1, P

17. Look in the Newspaper Index: San Francisco Chronicle to find an article on ADVERTISING that appeared on January 31, 1984. What are the section, page and column numbers for this article?

    a. A, 2, 1 c. B, 3, 1

    b. A, 39, 1 d. IV, 1, 1

18. Using the San Francisco Chronicle on microfilm, identify the headline in question 17.

    a. "Recent Weird Advertising Discussed"

    b. "A Hard Look At Beer Advertising"

    c. "New Tobacco Ads Caution Youths"

    d. "Oakland Parking Meter Advertising Program Fails"

19. Look in the Newspaper Index: Los Angeles Times to find an article on SHORELLINES that appeared on May 15, 1984. What are the section, page and column numbers for this article?

    a. I, 1, 5 c. I, 3, 1

    b. I, 16, 3 d. IV, 1, 1

20. Look in the New York Times Index to find an article on ESTEE LAUDER, INC that appeared on July 12, 1984. What are the section, page and column numbers for this article?

    a. I, 1, 1 c. IV, 2, 5

    b. I, 16, 3 d. IV, 1, 1

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 3

Parts 1 & 2

DIRECTIONS

Use this assignment sheet to complete questions for Unit 3 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet". This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number day/year found in the upper right hand corner of this sheet to the section of your answer form. Use the spaces from K-O of the special code area to put your five digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1 - 20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor during the week of November 16-21. You will be given your next assignment at that time.

UNIT 3, PART 1: PERIODICAL INDEXES AND ABSTRACTS

1. At the front of any volume of Art Index you will find

   a. A list of abbreviations
   b. A list of abbreviations of the periodicals indexed
   c. A list of periodicals indexed
   d. All of the above

2. Look at any recent issue of Humanities Index. What does the abbreviation "Stud Novel" represent?

   a. The Student Novel
   b. Studies of the Novel
   c. Studies in the Novel
   d. Studentary Novelaic

3. Look at any recent issue of Readers' Guide to Periodical Literature. What does the abbreviation "bibl" represent?

   a. Bible
   c. Bibliography
   d. Biography
   d. All of the above

4. Look at any recent issue of Education Index. The abbreviation "Ind Educ" represents which periodical?

   a. Industrial Education
   c. Indiana Education
   b. Indian Education
   d. Indiana Education Journnal

5. To find out which years of a particular magazine we have at the CSUS Library you will need to check the:

   a. Card Catalog
   c. Readers' Guide to Periodical Literature
   b. Directory of Periodicals
   d. New York Times Index

For questions 6 through 12 you will be using the same subject entry in the same index. Look up COMMUNICATION, NONVERBAL in the hardbound volume 34 (July 1983 - June 1984) of Education Index.

6. Which of these does the "see also" heading refer you to?

   a. GAZE
   c. GESTURE
   b. CYBERNETICS
   d. GAZE-PSYCHOLOGICALL ASPECTS

7. What is the citation for the first article listed under this entry?

   a. "Human Postural Signals." L. I. Gurley. il Am Biol Teacher 45:355-6 O '83.

   b. "Communicating - the nonverbal way." L. L. Garrison. bibl J Bus Educ 59:190-2 F '84.

   c. "Nonverbal Teaching and the Health Education." M. P. Fetter. J Sch Health 53:431-2 S '83.

   d. "Factors Affecting the Attractiveness of a Group Leader." J.. Curran and C. R. Loganbill. bibl J Coll Stud Pers 24:350-5 Jl '83.

8. Who is the author of this article?

   a. J. Curran
   c. M. P. Fetter
   b. L. L. Garrison
   d. No author listed

9. What is the complete name of the periodical?

   a. American Biology Teacher
   c. Journal of Business Education
   b. Journal of School Health
   d. Journal of College Student Personnel

10. What is the volume number of the periodical?

   a. 45
   c. 24
   b. 59
   d. 53

11. What is the issue date of the periodical?

   a. October 1983
   c. July 1983
   b. September 1983
   d. February 1984

12. What are the page numbers on which the article appears?

   a. 350-5
   c. 431-2
   b. 355-6
   d. 190-2

13. On which floor is this periodical located?

   a. First
   c. Second
   b. Fourth
   d. Fifth

UNIT 3, PART 2: NEWSPAPERS AND NEWSPAPER INDEXES

14. Look in the Newspaper Index: San Francisco Chronicle to find an article on ADVERTISING that appeared on January 8, 1984. What are the section, page and column numbers for this article?

   a. B, 1, 1
   c. B, 3, 1
   b. IV, 1, 1
   d. A, 1, 2

15. Look in the New York Times Index to find an article on JACOB J. JAVITS that appeared on May 11, 1984. What are the section, page and column numbers for this article?

    a. I, 41, 1
    c. I, 18, 4
    b. I, 16, 3
    d. IV, 1, 1

16. Look in the Newspaper Index: Los Angeles Times to find an article on SIGNS AND SIGNBOARDS that appeared on February 17, 1984. What are the section, page and column numbers for this article?

    a. II, 6, 2
    c. I, 3, 1
    b. V, 33, 1
    d. IV, 1, 1

17. Using the Los Angeles Times on microfilm, identify the headline in question 16.

    a. "Hug Your Bumper Sticker Today"
    b. KABC - TV's Newly Erected Billboard on Sunset Viewed"
    c. "LA Council to Allow Olympic Committee to Hang Banners in City"
    d. "Hollywood Sign May Be Lit During Olympic Games"

18. Look in the Wall Street Journal Index (volume 2) to find an article on LEE IACOCCA that appeared on February 10, 1984. What are the page and column numbers for this article?

    a. 33, 4
    c. 14, 2
    b. 14, 3
    d. 1, 5

19. Look in the Wall Street Journal Index (volume 2) to find an article on TELECOMMUNICATIONS that appeared on October 9, 1984. What are the page and column numbers for this article?

    a. 33, 4
    c. 14, 2
    b. 20, 3
    d. 36, 1

20. Using the Wall Street Journal on microfiche, identify the headline in question 19.

    a. "Cordless Phone Case May Be Conocluded By U.S. Jury Today"
    b. "AT & T Ordered by FCC to Lover Rates"
    c. "Phone Utilities Monopoly Over Coin Phones Faces Challenge"
    d. "Unfair Higher Phone Costs Hit Small Business"

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 4
Parts 1 & 2

DIRECTIONS

Use this assignment sheet to complete questions for Unit 4 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet". This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the day/year section of your answer form. Use the spaces from K-O of the special codes area to put your five-digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1 - 20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor during the week of Dec. 7-11.

UNIT 4, PART 1: EVALUATING SOURCES (Questions 1 - 13)

1. What is a good way to check the credentials of the author of an article or book you are using in your research?

   a. Ask your teacher
   b. Use a dictionary
   c. Use biographical indexes
   d. Use the media card catalog

2. How would you evaluate the information you got from a book on the topic you are researching?

   a. Read more about the topic in magazines
   b. Check a book review index for references to the book you read
   c. Check newspaper indexes for more references on the topic
   d. Look it up in the card catalog

3. Use the Biography Index to find a periodical article about JIM PLUNKETT published between September 1982 and August 1984. What is the name of the periodical in which you can find an article about this person? Select the first if more than one is listed.

   a. Vogue
   b. Newsweek
   c. New York Times Biographical Service
   d. Fortune

4. What is the volume number of the periodical in which the article in question 3 appears?

   a. 15 c. 173

   b. 102 d. 107

5. On what page(s) of the periodical in question 3 does the article appear?

   a. 146 c. 58 - 60

   b. 117 d. 355+

6. Now, check the 1981-85 cummulation of Biography and Genealogy Master Index, to find materials for JOHN JOSEPH LIBERTY, 1927. Use the first reference if more than one is given. In what source will the entry be found?

   a. Who's Who in Library Service

   b. Automotive News

   c. International Who's Who in Poetry

   d. Biography News

7. After you've used several biographical indexes, you still want more information about the person you are researching. What do you do now?

   a. Go to the reserve book room

   b. Consult the card catalog

   c. Look in the Library of Congress Subject Headings (LCSH)

   d. Check the Director of Periodicals

8. Use the 1984 volume of Book Review Digest to find reviews of The Discovery of Being, by Rollo May. Which periodical has the longest review?

   a. Choice c. America

   b. National Review d. Times Literary Supplement

9. How many words are in this review?

   a. 1500 c. 2200

   b. 700 d. 150

10. What is the date of the periodical in question 8?

    a. November 11, 1983 c. September 11, 1983

    b. January 7 - 14, 1984 d. February 17, 1984

11. Use the 1984 volume of the Book Review Index to find a review of The Double Life of Pocahontas, by Jean Fritz that appeared in Social Education. In which volume of the periodical does this review appear?

    a. 48 c. 37

    b. 59 d. 34

12. On what page of Social Education will you find the review?

    a. 724 c. 12

    b. 37 d. 372

13. Of the information provided on a catalog card, which is the least valuable in evaluating a book's relevance to your research?

    a. Number of pages c. Publication date

    b. Publisher d. Notes

UNIT 4, PART 2: RESEARCH STRATEGIES (Questions 14 - 20)

14. What is the best way to start researching a topic you don't know very much about?

    a. Find out the call numbers for that subject

    b. Get background information and some search terms from an encyclopedia

    c. Look for current articles in one of the newspaper indexes

    d. Ask the people in your study group what they know about the topic

15. Once you select a general topic and find background information what is the next step in the search process?

    a. Compile a bibliography

    b. Look up the key words and phrases in the periodical indexes

    c. Ask a librarian

    d. Narrow your topic

16. Which is the best example of a narrow research topic?

    a. Careers in the twentieth century

    b. Business careers in the United States

    c. Office occupations

    d. Careers in accounting

17. Which is the best example of a narrow research topic?

    a. Financial planning
    c. Keough plans

    b. Tax accounting
    d. Accounting

18. If you found a book in the card catalog that contains information on your topic, what would be the quickest way to find additional material on your topic in the card catalog?

    a. Look up every subject heading of your broad topic

    b. Use key words from the title of a book that you are using

    c. Search the card catalog using the subject tracings on the card catalog record.

    d. Check the Library of Congress Subject Headings for appropriate subject headings for you to search.

19. When you don't find materials in the card catalog under a subject you've chosen, what should be your next step?

    a. Change topics

    b. Look through the Library of Congress Subject Headings for alternative subject headings.

    c. Look up the titles from the bibliography in the encyclopedia

    d. Check a different encyclopedia for more ideas

20. You are finished searching for materials in the card catalog and indexes. According to the research strategies in your handbook, what do you do next?

    a. Ask the librarian

    b. Make a preliminary outline and evaluate your material

    c. Narrow your topic

    d. Look at some literature guides

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

A S S I G N M E N T 4
Parts 1 & 2

DIRECTIONS

Use this assignment sheet to complete questions for Unit 4 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet". This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number found in the upper right hand corner of this sheet to the day/year section of your answer form. Use the spaces from K-O of the special codes area to put your five-digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1 - 20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor during the week of Dec. 7-11.

UNIT 4, PART 1: EVALUATING SOURCES (Questions 1 - 13)

1. What is a good way to check the credentials of the author of an article or book you are using in your research?

   a. Use a dictionary
   b. Ask your teacher
   c. Use the media card catalog
   d. Use biographical indexes

2. How would you evaluate the information you got from a book on the topic you are researching?

   a. Check a book review index for references to the book you read
   b. Ask the librarian
   c. Check newspaper indexes for more references on the topic
   d. Look it up in the card catalog

3. Use the Biography Index to find a periodical article about MIKHAIL BARYSHNIKOV published between September 1982 and August 1984. What is the name of the periodical in which you can find an article about this person? Select the first if more than one is listed.

   a. Vogue
   b. Newsweek
   c. New York Time Biographical Service
   d. Fortune

4. What is the volume number of the periodical in which the article in question 3 appears?

   a. 15 c. 173

   b. 102 d. 107

5. On what page(s) of the periodical in question 3 does the article appear?

   a. 146 c. 58 - 60

   b. 117 d. 355+

6. Now, check the second edition of the Biography and Genealogy Master Index to find materials for BRUCE SPRINGSTEEN. Use the first reference if more than one is given. In what source will the entry be found?

   a. The International Who's Who

   b. Automotive News

   c. International Who's Who in Poetry

   d. Biography News

7. After you've used several biographical indexes, you still want more information about the person you are researching. What do you do now?

   a. Consult the card catalog

   b. Go to the reserve book room

   c. Look in the Library of Congress Subject Headings (LCSH)

   d. Check the Directory of Periodicals

8. Use the 1984 volume of Book Review Digest to find reviews of The Discovery of Being; Writings in Existential Psychology by Rollo May. What is the name of the periodical with the longest review?

   a. Choice c. America

   b. National Review d. Times Literary Supplement

9. How many words are in this review?

   a. 1500 c. 2200

   b. 700 d. 150

10. What is the date of the periodical in question 8?

    a. November 11, 1983 c. September 11, 1983

    b. January 7 - 14, 1984 d. February 17, 1984

11. Use the 1984 volume of the Book Review Index to find a review of The Double Life of Pocahontas, by Jean Fritz that appeared in the periodical Horn Book Magazine. In which volume of the periodical does this review appear?

    a. 48
    c. 37
    b. 59
    d. 34

12. On what page of the periodical in question 11 will you find the review?

    a. 724
    c. 12
    b. 37
    d. 372

13. Of the information provided on a catalog card, which is the least valuable in evaluating a book's relevance to your research?

    a. Subject tracings
    c. Publication date
    b. Size of the book
    d. Notes

UNIT 4, PART 2: RESEARCH STRATEGIES (Questions 14 - 20)

14. What is the best way to start researching a topic you don't know very much about?

    a. Look it up in an encyclopedia and get some key words and some background information about the topic
    b. Find out which floor contains materials on your subject
    c. Look for current articles in one of the newspaper indexes
    d. Ask the people in your study group what they know about the topic

15. Once you select a general topic and find background information, what is the next step in the search process?

    a. Narrow your topic
    b. Look up the key words and phrases in the periodical indexes
    c. Look up the key authors in the biographical indexes
    d. Compile a bibliography

16. Which is the best example of a narrow research topic?

    a. Telecommunications
    b. Recent developments in long distance services at AT&T
    c. AT&T
    d. The history of telecommunications

17. Which is the best example of a narrow research topic?

    a. U.S. History
    b. Bicentennials
    c. Bicentennials of the U.S. Constitution
    d. U.S. Constitution

18. If you found a book in the card catalog that contains information on your topic, what would be the **quickest** way to find additional material on your topic in the card catalog?

    a. Look up every subject heading of your broad topic
    b. Search the card catalog using the subject tracings on the catalog card record.
    c. Use key words from the title of a book that you are using
    d. Check the Library of Congress Subject Headings for appropriate subject headings for you to search.

19. When you can't find materials in the card catalog under a subject you've chosen, what should be your next step?

    a. Look through the Library of Congress Subject Headings for alternative subject headings
    b. Look up your topic in some of the subject guides and handbooks
    c. Look up the titles from the bibliography in the encyclopedia
    d. Check a different encyclopedia for more ideas

20. You are finished searching for materials in the card catalog and indexes. According to the research strategies in your handbook what do you do next?

    a. Evaluate the materials you collected and make a preliminary outline.
    b. Write your paper
    c. Narrow your topic
    d. Go to another library and gather more materials

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Library Instruction Handbook

ASSIGNMENT 4
Parts 1 & 2

DIRECTIONS

Use this assignment sheet to complete questions for Unit 4 in the Library Instruction Handbook.

1. Obtain a "General Purpose NCS Answer Sheet". This is a blue computer form.

2. Use a number 2 pencil to fill in the left part of your answer form and to record your answers. Be very accurate in recording your identification number (social security number), or you may not receive credit for your work.

3. Transfer the assignment number day/year found in the upper right hand corner of this sheet to the section of your answer form. Use the spaces from K-O of the special codes area to put your five digit course code.

4. Record your answers on this assignment sheet.

5. Transfer your answers to the answer form. You will only be using numbers 1 - 20 for each unit.

6. Keep this assignment sheet as a study guide and turn in your answer sheet to your instructor during the week of Dec. 7-11.

UNIT 4, PART 1: EVALUATING SOURCES (Questions 1 - 13)

1. What is a good way to check the credentials of the author of an article or book you are using in your research?

   a. Use biographical indexes
   c. Ask your teacher
   b. Use a dictionary
   d. Use the media card catalog

2. How would you evaluate the information you got from a book on the topic you are researching?

   a. Read more about the topic in magazines
   b. Ask some of your classmates
   c. Check a book review index for references to the book you read
   d. Look it up in the card catalog

3. Use the Biography Index to find a periodical article about JOAN RIVERS published between September 1982 and August 1984. What is the name of the periodical in which you can find an article about this person? Select the first if more than one is listed.

   a. Vogue
   c. New York Time Biographical Service
   b. Newsweek
   d. Fortune

4. What is the volume number of the periodical in which the article in question 3 appears?

   a. 15 c. 173

   b. 102 d. 107

5. On what page(s) of the periodical in question 3 does the article appear?

   a. 146 c. 58 - 60

   b. 117 d. 335+

6. Now, check the second edition of the Biography and Genealogy Master Index to find materials for LEE A. IACOCCA, 1924. Use the first reference if more than one is given. In what source will the entry be found?

   a. The International Who's Who

   b. Automotive News

   c. International Who's Who in Poetry

   d. Biography News

7. After you've used several biographical indexes, you still want more information about the person you are researching. What do you do now?

   a. Ask the librarian for help

   b. Look in the Library of Congress Subject Headings (LCSH)

   c. Consult the card catalog

   d. Check the Directory of Periodicals

8. Use the 1984 volume of Book Review Digest to find reviews of Sex and Society in Islam, by Basim F. Musallam. What is the name of the periodical with the longest review?

   a. Choice c. America

   b. National Review d. Times Literary Supplement

9. How many words are in this review?

   a. 1500 c. 2200

   b. 700 d. 150

10. What is the date of the periodical in question 8?

   a. November 11, 1983 c. September 11, 1983

   b. January 7 - 14, 1984 d. February 17, 1984

11. Use the 1984 volume of the Book Review Index to find a review of The Double Life of Pocahontas, by Jean Fritz that appeared in the periodical Reading Teacher. In which volume of the periodical does this review appear?

    a. 48 c. 37

    b. 59 d. 34

12. On what page of Reading Teacher will you find this review?

    a. 724 c. 12

    b. 646 d. 372

13. Of the information provided on a catalog card, which is the least valuable in evaluating a book's relevance to your research?

    a. Subject tracings c. Publication date

    b. Notes d. Size of the book

UNIT 4, PART 2: RESEARCH STRATEGIES (Questions 14 - 20)

14. What is the best way to start researching a topic you don't know very much about?

    a. Find out the call numbers for that subject

    b. Look for current articles in one of the newspaper indexes

    c. Ask the people in your study group what they know about the topic

    d. Look it up in an encyclopedia and get some key words and some background information about the topic

15. Once you select a general topic and find background information what is the next step in the search process?

    a. Compile a bibliography

    b. Narrow your topic

    c. Ask a librarian

    d. Select the important books in the bibliographies you found

16. Which is the best example of a narrow research topic?

    a. Philosophy

    b. Notable ancient Greeks

    c. Existentialism in 20th century American literature

    d. Nihilism

17. Which is the best example of a narrow research topic?

    a. Careers in the twentieth century

    b. Careers in accounting

    c. Certified Public Accountants

    d. Business careers in the United States

18. You found a book in the card catalog that contains information on your topic. What would be the quickest way to find additional material on your topic in the card catalog?

    a. Look up every subject heading of your broad topic

    b. Use key words from the title of a book that you are using

    c. Search the card catalog using the subject tracings on the card catalog record.

    d. Check the Library of Congress Subject Headings for appropriate subject headings for you to search.

19. When you don't find materials in the card catalog under a subject you've chosen, what should be your next step?

    a. Look up the titles from the bibliography in the encyclopedia

    b. Check a different encyclopedia for more ideas

    c. Change topics

    d. Look through the Library of Congress Subject Headings for alternative subject headings.

20. You are finished searching for materials in the card catalog and indexes. According to the research strategies in your handbook, what do you do next?

    a. Ask the Librarian

    b. Compile your bibliography

    c. Make a preliminary outline and evaluate your material.

    d. Check the periodical indexes